

## Program Coordinator

**DEPARTMENT:** Lifelong Learning

**REPORTS TO:** Director of Lifelong Learning

**FLSA STATUS:** Non-exempt

**LOCATION:** Northfield

**PT/FT:** Part-time, 25 hours/week

**SUMMARY:** The **Program Coordinator** provides excellent service and support for PLAY category programs, including clubs, games, and sports. Provides program support to the department in registration, logistics, evaluation, promotion, and room scheduling functions, and other tasks as assigned by Lifelong Learning Director

### **DUTIES AND RESPONSIBILITIES:**

- Manages all PLAY programs - coordinates existing and develops new programs to meet customer interest, tracks enrollment and performance, coordinates logistics
- Serves as staff liaison to member clubs, activities, and games in PLAY category
- Assists with department events, such as Super Senior Day, extended hours programs, and FriYay!
- Program logistics - Assists program managers with logistics, such as room set up, AV equipment, and participant check-in, evaluations
- Room reservations - Involved in coordinating room reservation database of Center programs and events, and prepares daily and weekly calendars for distribution
- Catalog Production - Assists with catalog production process, including data entry and proofreading
- Promotion - Prepares monthly program announcements and other promotional activities
- Registration - Provides customer service to participants for registration, program check in, and troubleshooting as necessary
- Assists with special projects as assigned by Lifelong Learning Director.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises volunteers as needed for program and administrative assistance

### **QUALIFICATIONS:**

- Bachelor's degree preferred
- High school diploma or equivalent required
- Excellent customer service and interpersonal skills
- Excellent organizational skills and attention to detail
- Ability to resolve problems
- Good written and verbal communication skills
- Computer skills required: Strong knowledge of basic computer programs, including Microsoft Office programs and internet applications
- Knowledge of office machines
- Mature judgment and flexibility

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**To be considered for this position, please send your resume and desired pay to [hr@nssc.org](mailto:hr@nssc.org).**