

Spring Forward Learning Center Job Description

Title: Program Coordinator

Job Category: Programs, Full Time, Exempt

Reports to: Program Manager

Primary Function

An individual to plan and implement activities for out-of-school time and family literacy programs.

Key Roles (Essential Job Responsibilities)

- Create an environment that facilitates learning
- Assist in developing and maintaining highly structured programs
- Prepare plans for out-of-school and family literacy programs
- Keep accurate records of attendance and activities performed at all campuses
- Prepare reports for the Program Manager
- Collaborate with internal and external partners to build programs
- Recruit and manage volunteers as needed
- Ensure that child safety policy is followed
- Explore new strategies to engage students in out-of-school time programs
- Other Duties as assigned

Skills/Knowledge Required

1. Bachelor's degree preferred but not required.
2. Minimum of two years experience in working with children.
3. Knowledge of Microsoft Office and social media tools
4. First Aid/CPR certificate, training provided if necessary
5. Valid State Driver's License

Physical Requirements/Work Environment

1. Must be able to lift 25 pounds.
2. Fast paced, energetic, active environment

To Apply: Send resume and cover letter to robbie@springforwardqca.org or Spring Forward Learning Center, 2101 6th Ave., Rock Island, IL 61201