



OPEN POSITION ANNOUNCEMENT

Position: Development Coordinator (Part-Time Temporary)

Location(s): Association Office (Downtown YMCA)

Hours: Hours, dates and schedule varies

Reports to: AVP Community Relations

Wage: \$14.42 per hour (project based funding)

Major Responsibilities:

- Support Let's Move coordinator by reaching out to community groups to promote programming, participation, and collaboration via the launch and summit.
- Reach out community groups to promote programming, participation and collaboration via a launch and summit.
- Facilitate engagement with public land management agencies (including but not limited to DOI) and partnering organizations via a summit.
- Promote programming that connects youth to the outdoors to play, learn, serve and work.
- As necessary will create relevant and sustainable programs that strengthen and increase volunteer engagement on public lands, including but not limited to lands managed by the bureaus of the Department of the Interior.
- Data entry of outcome and attendance data timely and effectively.
- Responsible for strict adherence to all policies and procedures related to safety and conduct rules and other regulations.

Qualifications:

- Must have a high school diploma or equivalent and be working towards a degree or experience in a related field.
- Experience in social media, event planning and organization.
- Experience working with youth, teens, and adults.
- Engages community and others in the Y-mission and work.
- Solid organizational and time management acumen.
- Position requires practical data entry and customer service skills.
- Seek out and involve others using creativity, initiative, flexibility, energy, eagerness and genuine concern for today's youth.
- Actively values diversity and lives YMCA values: caring, honesty responsibility and respect.
- Willing to make a difference and develop relationships.
- Other duties assigned by community coordinator

Benefits:

Excellent benefits include a free individual membership, discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: December 19, 2016

Apply Online: <https://apply.ymcamke.org>