



**Position:** Program Coordinator, KEEN St. Louis

**Position Type:** Part-time, 15-20 hours/week

**Salary:** \$16.00/hour

**Location:** Program sites and KEEN office – service St. Louis City/County, St. Charles and surrounding communities

**Reports to:** Executive Director (ED)

**Description:**

KEEN's mission is to empower youth with disabilities by providing free, non-competitive, one-to-one programs of exercise, fitness, and fun – all led by volunteer coaches. KEEN's vision is fostering the self-confidence, self-esteem and inclusion in the community for youth with disabilities; strengthening the community through the education of volunteers; and providing families with respite and a supportive network.

The part-time **Program Coordinator** for KEEN St. Louis will work with our dynamic group of volunteer COACHES, ATHLETES, and supporters to maintain and grow recreational programs for KEEN ST. LOUIS.

**Specific Duties and Responsibilities:**

- Serves as liaison between KEEN St. Louis staff and parents, coaches committees, volunteers, and personnel from host site locations
- Speaks with common “voice” and represents KEEN St. Louis at all assigned programs and events
- Requires mandatory attendance at all KEEN Programs (Sunday afternoon and/or early evening)
- Maintains quality of existing programs and assists ED with program expansion opportunities
- Assists ED with yearly scheduling of sessions and special events
- Maintains and utilizes a database of athlete and volunteer information
- Maintains accurate and detailed records on all programs, athletes, and volunteers
- Creates and maintains best practices to attract, train and recognize volunteers
- Maintains communication with ED on all program related items and participates in weekly one-on-one meetings and/or conference calls
- Assists with coordination of special events outside of general session and other duties as assigned by ED

**Qualifications:**

- Prior non-profit and/or volunteer experience preferred
- Exceptional organizational skills and time management skills
- Ability to work independently and multi-task while prioritizing and accomplishing goals
- Exceptional written and oral communication skills as well as technological expertise
- Experience with public speaking and community networking
- Compassion and understanding for persons with disabilities

**Minimum Requirements (including, but not limited to):**

- Bachelor degree in social services, education, or nonprofit/ business management preferred
- Knowledge and experience with program management with emphasis on detailed and strategic planning
- Proficient in the use of Microsoft Office
- Experience using databases, email merges, and social media platforms

Work is from KEEN office (Clayton, MO), program sites, and home office.  
Flexible hours; depending on program schedules and other weekend and evening events – non-traditional hours are necessary on occasion.

Compensation is \$16.00/hr, no benefits.

Interested candidates should submit a cover letter and resume by email to [info@keenstlouis.org](mailto:info@keenstlouis.org) by November 20, 2018.