

## Job Title: Center Coordinator

**Hours/Pay:** 10am-2pm Tuesday–Friday, occasional weeknight or Saturday hours.  
16 hours a week. \$12/hour.

### **Job Description:**

Under the direction of the Founding Director, this part-time, hourly position will coordinate both the daily operations of the Center and the responsibilities of the part-time Center Assistant.

This will include:

- Facility Upkeep
- Sublesor Relations and Meeting/Event Rental Coordination
- Weekday Hospitality Team Leader
- Volunteer Recruitment and Follow-up

#### **Facility Upkeep**

- Coordinate ongoing volunteers or vendors such as weekly cleaning service, lawn care, and Center Supplies Shopper in order to maintain a clean, organized and quality atmosphere.
- Respond to maintenance issues, coordinate repairs with designated volunteers or vendors and work with City on annual inspections.

#### **Sublesor Relations and Meeting/Event Rental Coordinator**

- Connect with and respond to needs of Sublesors on a regular basis.
- Coordinate Event/Meeting Rentals by responding to pre-screened inquiries, maintaining Center Master Calendar that informs others which Classes/Areas are in use, serving as before event point person and scheduling Event/Meeting Coordinator.

#### **Weekday Hospitality Team Leader**

- Develop and Implement a Training/Orientation for Hospitality Team/Tour Givers.
- Provide task lists and ongoing affirmation.

#### **Volunteer Coordination**

- Maintain Sign-Up Genius (Online Volunteer Signup Tool).
- Submit/track Childcare Volunteer background checks (via fax or email), as needed.
- Provide Volunteer Welcome Packet and ongoing appreciation of volunteers.
- Coordinate Volunteer Schedule for Weekday Hospitality Team, On-Site Family Strengthening Programs/Classes and General Center Upkeep or projects.
- Ensure input of names/contact info from Sign-in sheets and track numbers of both attendees and volunteers.(Center Assistant or Hospitality Volunteer does data entry.)

**Qualifications:**

- Any combination of experience and education demonstrating the knowledge and skill necessary to carry out the Job Description above.
- Must be at least 18 years of age.
- Valid Texas Driver's License.
- Basic knowledge of Word and Excel a plus.
- Helpful skills are: Organizational, People-Person, Self-Starter, and Ability to work independently and unsupervised, Leadership, Flexibility, FUN, with a **Passion for Family success**.

**Application Process:**

The position is open until filled. To apply, submit a resume and/or application before 2:30pm on Wednesday, June 5, 2013. Email, mail or drop off at This Side UP! Family Center during Center hours. The Applicant selected will be subject to a background check.

Anticipated start date: July 2013.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This Side UP! Family Center is a unique first 501c3 non-profit moving families from surviving to THRIVING through **At-home VALUES TRAINING Tools, family CONNECTION, and Parenting EDUCATION**. \*Featured on and in Channel 8 News, Good Morning Texas, KVIL103.7 Lite FM Radio, Plano Star Courier, Dallas Child, North Texas Kids & Dallas Morning News. ([www.thissideupfamily.org](http://www.thissideupfamily.org))

We are so excited about the growth our organization is experiencing and can't wait to add a Center Coordinator to our dynamic team of volunteers/staff!