



Title: Program Coordinator

Organization: Wellfit Girls

Classification: Part-Time or Full-Time

Organizational Background:

Wellfit Girls, a leadership, fitness and empowerment program in Southwest Florida, is seeking a part-time **Program Coordinator**. The mission of Wellfit Girls is to inspire, challenge and empower teen girls to climb high in all areas of life through transformational leadership programs.

Position Summary: The **Program Coordinator's** primary responsibility is to coordinate and facilitate Wellfit Girls programs. The **Program Coordinator** supports the Program Director with implementing and coordinating program details. The Program Coordinator also supports as a leader on the culminating expedition for each Wellfit Girls program. The **Program Coordinator** maintains good relationships with other facilitators, participants, fitness volunteers, mentors, and other community support personnel. Additionally, this individual is responsible for contributing to a program culture that is person centered, outcome oriented and dedicated to empowering young leaders.

Knowledge, Skills, and Abilities

- Associate degree recommended or other post-high school education preferred
- At least 1 year of experience teaching, leading and/or mentoring groups in an outdoor setting
- Excellent written and oral communication skills
- Clean driving record
- Must be willing to drive a 15-passenger van
- Current Wilderness First Responder (WFR) certification or ability to acquire it within 6 months of hire
- Team-oriented and collaborative-minded
- Must have excellent proficiency in Microsoft Word and Excel
- Excellent interpersonal and leadership skills
- Works collaboratively and/or independently as the task requires
- Strong critical/creative/strategic thinking, and problem-solving skills
- Organized with strong attention to detail
- Meets deadlines, works well under pressure
- Experience with risk-management best-practices
- Willingness to travel out of state for up to 10 days at a time
- Willingness to have a flexible schedule
- Bilingual Spanish and/or Haitian-Creole speaker a plus

Duties/Responsibilities

- Develop and maintain caring relationships with participating students
- Implement program curricula and activities
- Support with all program expeditions
- Co-facilitate students in teambuilding activities and consensus decision making
- Schedule guest speakers, yoga instructors and other guest presenters
- Participate in weekly leadership team meetings
- Prepare detailed weekly reports for the Executive and Program Directors
- Maintain attendance and update any participant profile information as needed
- Set clear standards for student fundraising and support participants in social entrepreneurship projects
- Implement survey assessments of participants
- Participate in various organizational committees

Reports To: Program Director

Professional Level: Entry Level

Compensation: The pay for this position varies based on experience.