



Three Treasures Cultural Arts Society

Assistant Program Coordinator Description

Job Title:	Assistant Program Coordinator	Job Category:	Exempt (salaried position)
Department/Group:	Youth Mentorship	Job Code/ Req#:	03
Location:	To be determined by TTCAS	Travel Required:	Only to the site you are assigned
Level/Salary Range:	\$15/hr to start; \$17 after probation	Position Type:	Part time
HR Contact:	Cathy Trang	Date posted:	July 15, 2015
Will Train Applicant(s):	Training Will Be Provided	Posting Expires:	Open
Work Hours:	25 to 28 hours a week determined by Associate Executive Director		
Reports to:	Youth Mentorship Program Director and AED		

Applications Accepted By:

<p>E-MAIL: SEND US YOUR COVER LETTER AND RESUME</p> <p>info@ttcaskf.org Subject Line: Site Coordinator</p>	<p>YOU MAY FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE.</p>
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Job Description

ROLE AND RESPONSIBILITIES

Under the Supervision of the YMP Director and Associate Executive Director, the APC will successfully manage the duties of executing the YMPD's Lesson Planning, Staff Development and Management, Teaching, Marketing, and Community Relations for your site. 50% of your time is devoted to marketing and connecting us closer to site PTA, parents and faculty. 25% to staff development to ensure continual improvement. 25% to teaching and leading classes. This position is meant for those interested in maintaining a long term relationship with Three Treasures and is a training position for a Director position.

You will meet with the YMPD once a week to assess your development as well as keeping on track with organizational and project goals you are assigned. You will meet with each of your staff once a week for the same reasons. You will be evaluated on your leadership skills; ability to adapt to emergencies; budget management; staff development; and execution of our Vision, Mission, and policies. You are instrumental in conveying our Vision and Mission statements to your staff; students and their parents.

MINIMUM EDUCATION REQUIREMENTS AND QUALIFICATIONS

Associate's Degree or equivalent amount of work that justifies your qualification. Must have reliable transportation and open schedule between noon and 530pm. Additional hours may be required.

PREFERRED QUALIFICATIONS

Experience working in a non-profit; basic knowledge of budgets, lesson planning and programming; MS Word, Excel

PREFERRED SKILLS

Candidate must have interest in a long term working relationship with our organization. You believe in our Vision statement and are interested in adding additional value.

ADDITIONAL NOTES

Background check is required as well as CPR/1st Aid Certification within 60 days of hire. Fees are reimbursed to you if are you are tendered a permanent position after your 90 day probation period ends.

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	