Job description

Program Coordinator

Position title

Program Coordinator

Reporting to

Program Director / Program Manager / Executive Director

Position summary

The Program Coordinator is the primary Weller Day – Vessel Outing Coordinator. Involves scheduling and coordinating Weller Day outings, weekly, utilizing the FWF’s region’s resource list of vessel owners, social service agency contacts and Weller Day Volunteers.

Additionally will coordinate and organize community events, such as, Boat Shows, Regattas, Fishing Tournaments, Special Days, etc.

Represent FWF as Lead Volunteer where applicable. Lead in training new Volunteers as Leads for Weller Days and/or Community Events.

Duties and responsibilities

Weller Days

* Contact Vessel Owner and secure a date, time, # of potential passengers and dock address
* Contact Social Service Agency and secure family/group
* Make direct contact with Family/group coordinator and give date, time and directions - ask if there are any special needs/requests, i.e. food, drink, etc.
* Contact Lead Volunteer and give her/him all the information – date, time, name of family/group and a contact phone number, dock address
* Follow-up a day or two before the trip with the Trip Facilitator to insure everything is still set.
* Follow-up with Lead Volunteer after the trip to make sure everything went well.
* Responsible for the supervision and management of the data entry of program statistics.
* Work with Manager to develop, implement and evaluate recruitment strategies to expand the number of clients, vessels and volunteers participating in the programs
* Remain up-to-date on all modifications to the organization’s standards implementing the same in a timely and organized manner

Community Events

* Work with FWF Regional Director, special events committee, local marine industry and social service agencies in the development and implementation of special events.
* Provide leadership in the development and implementation of the event.

Organization Culture Aspects of the Position

* Attitude: A positive manner in which you address the participants, families and co-workers, which elevates the spirit of the whole group and creates a harmonious environment
* Teamwork: Working as a team gives us the opportunity to utilize all of our talents within a group and to realize the uniqueness of each one of us, all for a common goal – The FWF family of caring and sharing.
* Creativity: A conscious effort to see things differently, to break out of habits and outdated beliefs to find new ways to thinking, doing, and being.
* Integrity: Working hard, keeping your promises, sharing your success. Above all, honesty, respect and consideration for others.
* Individual Development: Taking the initiative to improve yourself by broadening your knowledge and skills in order to bring your best possible self to FWF
* Accountability: The willingness to acknowledge your responsibility for your actions and implications that may result.

Qualifications

* Strong problem solving and group work leadership skills
* Ability to interact with people of all ages and cultural backgrounds
* Ability to work independently and as part of a team
* Sound computer skills
* Effective oral and written communication skills
* Ability to work flexible hours
* Access to a vehicle