



## **Northport Program Coordinator**

**Job Description TITLE:** NORTHPORT PROGRAM COORDINATOR

**DEPARTMENT:** PROGRAMMING

**REPORTS TO:** PROGRAM DEVELOPMENT DIRECTOR

**FLSA STATUS:** NON-EXEMPT (FULL-TIME)

Leelanau Investing For Teens (LIFT) is looking for someone enthusiastic about working in an engaging and collaborative environment who is motivated, energetic, and enjoys working with 6th - 12th graders. The Northport Program Coordinator manages the overall daily operations of LIFT's programming for 6th - 12th graders at Northport Public Schools, primarily engaging teens in diverse and empowering activities. The Northport Program Coordinator is responsible for the planning, implementation, and evaluation of LIFT's programs. The Program Coordinator works under the direction of the Program Development Director.

### **Roles & Responsibilities:**

- Establish middle and high school program objectives that are consistent with organizational goals and mission.
- Support and maintain programs that engage middle and high schoolers socially, culturally, and intellectually
- Support and maintain programs that focus on service, leadership, and education
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Participate in meetings related to Northport middle and high schoolers and LIFT programs and inform the Program Development Director of progress and/or changes to programs and goals
- Create and maintain a culture of inclusion and respect in at LIFT's programming
- Ensure the quality of programs by conducting program evaluations and seeking feedback
- Work with the Program Development Director to manage the budget as it relates to the Northport programming
- Manage and enforce restorative practice policies and an effective behavior management system
- Cultivate LIFT's reputation in Northport amongst community members, school staff & the student body
- Manage student records and attendance

- Ability to comfortably and effectively manage volunteers
- Communicate with the social media team to market LIFT's Programming at Northport to encourage regular participation in the teen programs, engage potential volunteers, and motivate donors
- Attend mandatory staff meetings and training
- Participate in special events and programs
- May be required to perform other duties as assigned by the Program Development Director and/or the Executive Team

**Requirements:**

- Preference of an Associate or Bachelor's degree or actively pursuing continuing education from an accredited college or university, preferably in social services, education, human development, or a related field
- Experience working with a non-profit organization, preferably a youth development organization
- Excellent planning and organizational skills
- Thick skin paired with strong conflict-resolution skills
- Familiarity with the principles of youth development
- Excellent social skills, including a strong sense of self-awareness
- Ability to work collaboratively with diverse communities and groups
- A forward-thinker with the ability to define goals and work towards positive outcomes
- Ability to use Google Suite products, Gmail, and various social media outlets
- Excellent written and verbal communication skills
- A motivating, self-starter personality
- Ability to multi-task and be flexible
- Valid Michigan driver's license
- Possession of, or willingness to obtain, a Chauffeur's license

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and three (3) references to the following:

Rebekah TenBrink  
 Executive Director LIFT Teen Center  
[liftyouthsb@gmail.com](mailto:liftyouthsb@gmail.com)

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