

**Position Summary:**

Zebra Crossings, based in Dover, NH, offers empowerment programs for youth and teens with chronic medical conditions. Whether it is a week-long camp or weekend activities, care is always provided by trained medical staff. We aim to lessen the burden of chronic medical conditions by connecting kids through play and giving respite for caregivers. Zebra Crossings is a fun, safe place where kids just get to be kids.

Zebra Crossings offers a wide array of programs ranging from Friday evening gatherings, to day programs, to summer camps, to diagnosis specific weekend Family Camps. We work with youth ages 6-12, Teens ages 13-15, Leaders In Training ages 15-18, and families in a variety of settings and venues. All of our programs are rooted in Social Emotional Learning (SEL) which increases our participants' abilities to integrate skills, attitudes, and behaviors to deal effectively with daily challenges of chronic medical conditions. The community and confidence that is discovered at our programs allows participants to pursue life to the fullest.

The major responsibility of the Program Coordinator is to oversee assigned programs and (co-) facilitate all other Zebra Crossings programs with guidance from the Program Director. Oversight of Zebra Crossings programs entails working with program location staff, program facilitators, participants, as well as participants' families. In addition, the Program Coordinator will work closely with the Executive Director in several areas including fundraising campaigns, special events and outreach.

The responsibilities of the Program Coordinator include, but are not limited to, the following:

**Program coordination:** Oversee site selection, program design, risk management, program site logistics, respond to program inquiries, guide families through registration and forms completion, disseminate program logistics to families, administer post-program evaluations.

**Program staff supervision:** Meet with staff and volunteers before and after programs to ensure high quality programs, train, recruit, and manage volunteers, maintain communications with volunteers and staff between programs, and coordinate needs with medical volunteers.

**Fundraising:** Compile demographic data and feedback for reporting, provide program-related content for grant proposals, manage fundraising database and assist with fundraising campaigns, pursue opportunities for networking, outreach opportunities at conferences and events, deliver presentations to regional referral contacts on an ongoing basis, serve on Special Events Team.

**Promotion/Outreach:** Update Zebra Crossings website, assist with monthly newsletter, community outreach efforts, support organizational activities such as special events, fundraising, and board endeavors, and maintain professional relations with supporting organizations/individuals.

**Requirements:**

- BA/BS or equivalent work experience
- Proven record of success as facilitator with children and families with diverse backgrounds and experiences, and in a variety of program settings
- Experience developing communities and implementing Social Emotional Learning components
- Two-three years experience coordinating youth programs, supervising and guiding staff
- Creative and flexible team player able to take initiative
- Exceptional organizational skills, able to multi-task and solution focused
- Ability to balance a strong work ethic and a commitment to quality with compassion and sensitivity for the unique population served by Zebra Crossings
- Solid verbal communication and presentation skills, able to convey passion for our mission for a variety of audiences
- Strong written skills that convey professionalism and care
- Confidence with MS Office Suite, email, and social media applications
- First Aid & CPR certification
- Reliable transportation and valid driver's license for meetings required
- Ability to lift up to 50lbs and walk up to 3 miles, work in variety of weather environments and both indoor and outdoor settings, including uneven terrain, trails, water based activities, and ropes courses

**Additional desirable qualifications:**

- Prior nonprofit experience
- EMT and Lifeguard certification

**Hours and Compensation:**

- This position is part-time, with an annual average of 16 office hours/week over a minimum of three days/week. While some office hours can be flexible, the position requires regular evening and weekend commitments for programs, outreach, events and meetings.
- Office hours compensation is based on experience at \$15 to \$18 per hour.
- Required to work all 25-30 scheduled days of Zebra Crossings programs/year including overnights. Program hours contracted separately.

**To apply:**

Please send the following PDF documents by 11/7/2018 to [info@zebra-crossings.org](mailto:info@zebra-crossings.org) with "2019 PC Position" in subject line.

- Letter of interest
- Resume listing contact information for three professional references
- Anticipated start date: January 2, 2019