

## Job Description

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**Job Title:** Fun in the Sun Associate

**Department:** Community Impact

**Reports To:** Melinda Cabrera, Director of Strategic Partnerships

**Status:** Non-Exempt, Full time

**Prepared Date:** January 2019

### Job Purpose:

Under general guidelines, the primary purpose is to lead the coordination of UWSBC's Fun in the Sun program, including the fund-raising results and the qualitative results for the program. Additionally, the position supports all Fun in the Sun activities by encouraging and coordinating volunteers, hiring, training and supervising staff and developing and implementing program best practice procedures. Teambuilding attitudes and activities, both internal and external, will play a critical role in the success of this position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### A. Key Responsibility Area:

- Plays a lead role in the logistics and scheduling of the FITS program.
- Oversee the implementation of curriculum/activities at each site to ensure quality and best practices are being implemented with fidelity.
- Support the Director of Strategic Partnerships in the supervision of all program staff.
- Records program revenues and expenditures on an ongoing basis in an organized fashion.
- Oversee the recruitment and enrollment processes of students and families, working closely with principals and teachers.
- Use presentation and interpersonal skills to build relationships with new and existing individual and organizational program sponsors, donors and partners.
- Assist with the planning and execution of the parent orientations.
- Work with program partners to ensure quality programming is being delivered at each site.
- Conduct outreach and follow up with all program partners and potential partners as assigned.
- Assist with the organization and execution of program related events.
- Follow-all legal and administrative procedures.
- Communicate issues, obstacles, or potential problems to management immediately.
- Assist with the planning and execution of other community related programs.
- Other duties as assigned.

### Job Relationships:

External: Donors, committees, volunteers, program partners, public officials and as assigned by the Director of Strategic Partnerships.

Internal: All staff.

### Education and Experience:

A four-year college degree required, as well as 2-4 years' experience with OST (Out of School Time) programs preferred, experience in a formal education setting desirable, and non-profit marketing, sales and/or presentation experience, preferably acquired through employment in a United Way organization; or an equivalent combination of experience and education. Demonstrated ability to supervise and motivate a team of volunteers. Information systems, communication skills, customer service, analysis and risk-taking required.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions. Bilingual (Spanish) is preferred.

**Language Skills**

Ability to read, analyze, and interpret scientific, technical or business journals, financial reports, and legal documents. Ability to write reports, business correspondence and policy and procedure manuals. Ability to prepare and present presentations and conduct effective meetings. Ability to respond effectively to inquiries or complaints from customers, peers, subordinates, top management, or other members of the business community.

**Time Management**

Ability to effectively prioritize and accomplish multiple projects and assignments within the time frame. Ability to keep weekly calendars updated with all sales calls, campaigns, tasks and events.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Computer Skills**

Ability to use word processing, spreadsheet, and database applications. Ability to learn various software programs.

**Certificates, Licenses, and Registrations**

Valid driver's license preferred.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

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General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Department Manager \_\_\_\_\_ Date \_\_\_\_\_