

Job Description

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: November 2020

Job Purpose:

Under general guidelines, the primary purpose of this role is to lead the enrollment process and support the coordination and execution of UWSBC's Fun in the Sun (FITS) program.

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

A. Key Responsibility Area:

- Oversee the recruitment and enrollment processes of students and families, working closely with principals, teachers and school liaisons.
- Conduct outreach to various partner agencies, media outlets etc. to recruit participants and families to the program.
- 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.
- Support the FITS Coordinator and the Director of Strategic Partnerships to ensure program expectations are being met at each site.
- Support operations at each site including supply inventory, partner logistics, daily procedures, COVID specific processes etc.
- 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.
- 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 desired as well as 2-4 years' experience with OST (Out of School Time) programs preferred. 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

Must be fluent in Spanish

Computer Skills

Ability to use word, excel. 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.

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.

Employee _____ Date _____

Department Manager _____ Date _____