



Position Title: SPARK Academy Site Coordinator

Supervisor: SPARK Academy Program Manager

Status: Part-time; Temporary

Location: Los Angeles, CA

Start Date: September 2, 2025

HOPE *worldwide* is an international charity that changes lives through the compassion and commitment of dedicated staff and volunteers to deliver sustainable, high-impact, community-based services to the materially poor and needy. Today HOPE *worldwide* serves one million people annually on every inhabited continent. After 30 years, HOPE *worldwide* continues to be an organization dedicated to serving, teaching, healing, and loving communities made vulnerable due to poverty, disease, or disasters. Together we can inspire greater hope in our world. To learn more about HOPE *worldwide* visit hopeww.org. Connect on [Facebook](#), [Instagram](#), [YouTube](#), [LinkedIn](#), [Twitter](#), and [TikTok](#) for the most current news on programs around the world.

JOB OVERVIEW

The **Site Coordinator** plays a key operational role in the successful implementation of SPARK Academy programs at designated sites in Pacific Palisades and Pasadena/Altadena areas. This position ensures that each site is prepared, safe, and welcoming for both volunteers and program participants. The Site Coordinator will work closely with the SPARK Academy Program Manager to facilitate program delivery, manage logistics, and uphold the standards of the host facilities. The ideal candidate is hands-on, detail-oriented, and passionate about creating healing environments for children affected by disaster-related trauma.

RESPONSIBILITIES

Site Operations & Program Support

- Lead on-site coordination of SPARK Academy activities, ensuring smooth daily operations.
- Prepare classrooms and program spaces for activities and restore them to host facility standards post-program.
- Support volunteers during program delivery and assist with activity facilitation as needed.
- Maintain a safe and healthy environment for all participants and volunteers.
- Coordinate with the Program Manager to assign and support Safety Officers at each site.

Volunteer Engagement & Tracking

- Use VolunteerHub to manage volunteer sign-ups, attendance, and hours served.
- Serve as an on-site resource for volunteers, providing guidance and support throughout the program day.

Meal Coordination

- Assist with the planning and execution of the healthy meal component for the program.
- Collaborate with the Program Manager to form a meal team responsible for purchasing, preparing, and serving meals.
- Ensure meals meet nutritional standards and are delivered in a safe and timely manner.
- Maintain cleanliness and food safety protocols in all meal-related activities.



Logistics & Communication

- Communicate site-specific needs and updates to the Program Manager.
- Ensure all materials and supplies are available and organized for program activities.
- Respond to last-minute changes and challenges with flexibility and professionalism.

REQUIREMENTS

- Must be recognized by HOPE *worldwide* as being a spiritually fit Christian, holding to HOPE *worldwide*'s fundamental Christian principles.
- Live in Los Angeles, California or surrounding communities.
- Experience working with youth programs preferred.
- Strong interpersonal and organizational skills.
- Able to adapt quickly and problem-solve in dynamic environments.
- Artistic or musical aptitude is a plus.
- Comfortable using digital tools and platforms (VolunteerHub experience a plus).
- Proficient knowledge of MS Office suite (Outlook, Excel, Word, etc.).
- Travel required within the greater Los Angeles area.

HOW TO APPLY

To apply for this position, please complete the job application form available at the link provided. Please attach your resume and cover letter to your application or email your documents to HR@hopeww.org. An application **MUST** be submitted in order to be considered for this position.