bernadette's house
empowering female leaders of tomorrow

PROGRAM COORDINATOR
SUMMER PROGRAM

Role	Program Coordinator	**Team**	Summer Program
Reports to	Program Director – Summer Program	**Supervises**	Youth Counselors and volunteers

JOB SUMMARY

The **Program Coordinator** for the **Summer Program** plays a vital role in the success of Bernadette's House's flagship summer initiative. This person handles behind-the-scenes coordination, daily logistics, communication, and on-site leadership to ensure the summer program runs smoothly, professionally, and joyfully. This role is ideal for someone who is organized, hands-on, and passionate about creating a supportive and empowering experience for girls ages 8–17.

Term: *2 years (minimum 1-year commitment); renewable once (max of 2 consecutive terms), followed by a 1-year break*

Time Commitment: *8–10 hours/week during planning; 15–20 hours/week during active 2-3week program in July. (Seasonal Leadership)*

JOB RESPONSIBILITIES

- Support the Program Director in executing the full summer program plan
- Manage daily program logistics, including room setup, materials, and schedule tracking
- Coordinate with families regarding registration, participant expectations, and showcase event details
- Supervise Youth Counselors and volunteers, ensuring coverage and group supervision at all times
- Maintain accurate attendance, forms, and emergency contact records
- Act as the primary on-site logistics contact for facilitators and vendors during the program

Sample Tasks

1. Prepare program supply bins and name badges for all participants and facilitators before day one
2. Greet families at drop-off and pick-up and manage daily check-in stations
3. Ensure each age group has the correct materials for scheduled workshops
4. Troubleshoot on-site issues such as room changes, facilitator delays, or behavior concerns
5. Assist with transitions, lunch setup, and cleaning between activities
6. Coordinate final showcase day logistics including setup, printed programs, decorations, and signage

QUALIFICATIONS

Required:

- Experience in summer programs, after-school programs, or youth-focused events
- Excellent organizational and multitasking skills
- Strong interpersonal communication with both youth and adults
- Dependable, proactive, and able to maintain calm under pressure
- Familiarity with Google Drive, email communication, and document management

Preferred:

- Experience supervising volunteers or junior staff
- Background in education, youth development, event planning, or nonprofit work
- First Aid/CPR certification (or willingness to obtain before program start)

Personal Traits:

- Approachable, detail-oriented, and youth-focused
- Enjoys being in a fast-paced, high-energy environment
- Passionate about empowering girls and creating joyful, inclusive learning spaces