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## **Program Administrator**

**Position Summary:** Schedules, organizes, promotes and implements high quality genHkids programs. Develops new and modifies existing materials for training and education of students, teachers and staff and parents. Recruits, trains, schedules and oversees volunteers to implement programs. This full time position requires a flexible schedule and the ability to work some evenings and occasional weekend days.

### **Program Administrator**

- Coordinate programs, events and presentations with local schools and community organizations and genHkids staff.
- Represent genHkids on local schools' wellness committees as assigned, providing insight on programs and helping to define and develop policies, and communicating genHkids commitments to staff.
- Recruit, train, schedule and supervise volunteers on the implementation of genHkids programs.
- Develop, procure and/or modify program materials, and maintain program documentation for training and reporting.
- Monitor and purchase equipment and print materials for programs.
- Maintain program tracker for reporting.
- Maintain accurate and detailed records of the schools and community organizations served, including the number of people served and any other data needed for grant reporting.

### **Qualifications:**

1. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
  2. Excellent written and verbal communication skills.
  3. High energy to motivate and engage both adult and youth learners.
  4. Ability to coordinate a busy calendar, with attention to detail.
  5. Ability to make quick and concise decisions in a wide range of social and professional environments.
  6. Adapts to change quickly and efficiently.
  7. Highly resourceful, works well independently, and strong work ethic.
  8. Work with integrity, discretion, and a professional approach.
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