

Job Posting – Programs Coordinator – Full Time

Are you seeking a dynamic role at the heart of a team of dedicated professionals making a profound impact on the St. Louis community? Do you excel at connecting and building relationships and find fulfillment in supporting kids and teens to achieve their fullest potential? Are you an innovative and creative thinker who thrives in different and changing situations? Do you shine at organization while also creating a fun and positive environment?

If this resonates with you, Variety the Children's Charity of St. Louis (Variety) is seeking a talented Programs Coordinator to play a pivotal role in delivering impactful programs that drive our mission.

Variety is a catalyst for transformative change in the lives of local children with disabilities, providing access to critical medical equipment, therapies and innovative recreation and performing arts programs. We are on a mission to redefine children's abilities and reimagine their possibilities.

If you are passionate about making the impossible possible and helping shape a world where children's potential knows no bounds, we invite you to apply.

Variety's Program Coordinator will:

- Assist with the planning and execution of Variety programs including Adventure Camp, Bikes for Kids, Venturing Crew, Family Celebration, social group activities, performing arts programming and other initiatives and activities.
- Assist with the coordination of logistics including securing venues, organizing supplies and transportation, development of activities and schedules, communications to families and participants and other tasks to execute organized and effective programming.
- Provide onsite support at program activities ensuring engagement and safety of program participants.
- Facilitate the distribution of program assessment surveys to families including maintaining a calendar of distribution timelines, sending surveys, tracking completion and follow up to ensure all surveys are complete and returned.
- Support the program department in maintaining up-to-date, accurate and organized client records, electronically and in program database.

A successful Programs Coordinator will have/be:

- A Bachelor's Degree, or equivalent, in special education, recreation, education, social work, therapy or a related field. Ideally, the candidate will have an educational background and/or experience in special education.
- Minimum of one to three years of experience in program planning and execution ideally with experience working in camp or recreation, early childhood or afterschool programs.
- Experience working with children with disabilities.
- Excellent organizational skills, strong attention to detail and the ability to prioritize and manage multiple tasks and a variety of tasks.
- A solution focused problem solver who is flexible and able to respond quickly and appropriately in changing or stressful situations.
- Excellent communication skills with the ability to interact and build relationships with a broad range of constituents from program participants, parents, vendors and staff.
- Proficiency in Microsoft Office software.
- A passion for the mission of Variety and how they can contribute to its success.

Please submit a resume and cover letter to Robin Diehl, Programs Director at robin@varietystl.org.

Per Variety's policy, we require employees to be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require that you prove that you have received the COVID-19 vaccine or have a valid medical or religious reason not to be vaccinated.

Variety the Children's Charity of St. Louis is an equal opportunity/affirmative action employer. Variety welcomes difference in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, gender identity or expression and veteran status. All applicants who share this goal are encouraged to apply.