



Monarch School Project Programs Coordinator

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Programs Coordinator will oversee the Volunteer program- the strategic recruitment, training, and management of volunteers to support our organization's mission. In addition, they will orchestrate monthly events such as Family Dinners and Farmer's Markets and special events. This position will also provide administrative assistance to Program teams and the Chief Programs Officer and will assist in project work as assigned.

Priority accountabilities include:

- Ownership of the volunteer program at MSP
- Execution of monthly events and oversight of the Butterfly Boutique
- Supporting Chief Programs Officer and the Programs team with administrative tasks, exercising a high level of patience and strong organization skills

Reporting Relationship

The Programs Coordinator reports to the Senior Director of Programs, however the incumbent must be able to communicate with other team members and external stakeholders.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

Position Responsibilities and General Responsibilities

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

Volunteer, Special Events and Project Coordination (60%)

- Ownership of the volunteer program at Monarch includes recruiting, onboarding, training and engaging volunteers in meeting the goals of the volunteer program.
- Recruit volunteers as needed using a variety of methods to attract suitable candidates. The Programs Coordinator will also interview potential candidates to determine they are a good fit for the organization.
- Onboard new volunteers, provide comprehensive training and ensure each volunteer complies with program policies and expectations.
- Provide volunteers with regular support and supervision.
- Complete evaluations of volunteer programs to determine if they are meeting goals.
- Provide regular communications to volunteers to keep them informed of school schedules, program and/or staffing changes and campus events.
- Work closely with staff and volunteers to come up with volunteer program schedules that work for everyone.
- Determine the need and/or changes for new volunteers and/or programs.
- Organize an annual volunteer appreciation event to celebrate the hard work of our amazing volunteers.
- Create and manage a tracking system for volunteer information.
- Create and send quarterly volunteer newsletter.
- Collaborate with the Development department to acquire in-kind goods, services and resources
- Collaborate with the all stakeholders- students, caregivers, MSP teams, SDCOE teachers and staff, community partners and donors –to best utilize resources, strengthen community and create or restore community events and rituals
- Organize and oversee monthly Family Dinners, coordinating volunteer groups on the day of the event.
- Organize and oversee monthly Farmer’s Markets, coordinating volunteer groups on the day of the event.
- Organize and oversee weekly Shopping Days for students in the Butterfly Boutique, keep the boutique stocked with clothing and toiletries
- Plan and execute a monthly Butterfly Birthday celebration for students.
- Work closely with Project Connect to oversee and execute annual Thanksgiving Dinner, ensuring seamless coordination and successful event execution.
- Supports special events by recruiting and managing volunteers and community groups.

Administrative Assistance (40%):

Support to the Chief Programs Officer:

- Manage the calendar, schedule meetings, and coordinate travel arrangements.
- Prepare meeting agendas, take minutes, and distribute action items.
- Assist in the preparation of reports, presentations, and correspondence.

Support to the Programs Team:

- Assist with the planning and execution of programs and initiatives.
- Coordinate logistics for team meetings, training sessions, and events.
- Maintain and update Master Calendar

- Maintain and organize program materials, resources, and documentation.

General Administrative Tasks:

- Handle incoming and outgoing communications, including emails, phone calls, and mail.
- Maintain office supplies inventory and place orders as needed.
- Assist with data entry, filing, and other administrative tasks as required.

General Responsibilities

- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in all staff training/professional development opportunities
- Perform other duties and projects as assigned

Role Model & Student Safety:

- Serves as a role model for Monarch School students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior.
- Exemplifies Monarch's Core Values of Community, Relationships, Strength and Healing
- Protects students' rights, safety, health, privacy, welfare and best interests at all times.
- Participate in professional development.

Education and Experience

- A bachelor's degree from a four-year college/university (major in education, social services or other related major) is preferred.
- Some related nonprofit experience in volunteer coordination is required; or equivalent combination of education and experience.
- Team player with excellent communication, customer service, and interpersonal skills.
- Rigorous attention to detail and highly organized, with a high degree of accuracy and follow-up skills.

Certificates and Licenses

A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, with pay starting at \$26.00 to \$29.00 per hour.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Programs Coordinator**” in the subject line. This position will remain open until filled.