

Be You Job Listings

Program Supervisor/Volunteer Coordinator

Responsibilities:

- Work in collaboration with program staff to build sustainable partnerships with vendors and organizations through creation of detailed partnership agreements.
- Build and maintain critical relationships with external fiscal partners to ensure smooth fiscal and programming operations
- Collaborate and build sustainable partnerships with our partner schools and other non-governmental external partners through fiscal planning and timely information sharing
- Developing reports for Parent Policy Council as needed
- Collaborate with Program Leadership to gain, maintain, and renew applicable licensing to operate programs.
- Coach program leaders on fiscal management best practices, with emphasis on supporting their ability to discern and execute budgets grounded in reasonability, necessity, and validity
- Provide guidance and coaching for Operations teams, and function as the task supervisor for cross program-fiscal projects in both Child and Family Services and Community Schools and Youth Development
- Provide ongoing training pertaining to site budgets and fiscal responsibility · Provide fiscal training and mentoring to Parent Policy Council members