



### Role Details:

- **Position:** Program Coordinator
- **Organization:** Positive Tracks
- **Location:** Hybrid, with weekly travel to the Positive Tracks office in Hanover, NH, and other areas as needed
- **Residence Requirement:** [Upper Valley Region of VT/NH](#)
- **Hours:** Full-Time, 32 hours per week, with the possibility of expanding to 40 hours per week in 2025 depending on organizational needs

### Position Overview:

We are seeking a highly organized and proactive Program Coordinator to work closely with the Director of Programs. This role involves supporting the oversight of our Youth Leadership Fellows, coaching youth in our Challenges Program, and enhancing the capacity of our dynamic Program team. Ideal candidates will have a background in youth development, mentorship, advocacy, activism, or social initiatives, strong communications and social media skills, and a passion for sports-based social change and activism.

### Key Responsibilities:

#### Operational Support and Coordination (50%):

- **Review Challenge applications:** Support the review and approval processes for Challenge applications.
- **Coordinate Youth:** Schedule and lead coaching calls that will provide guidance and support to Challenge Captains in the Positive Tracks Program.
- **Manage microgrants:** Oversee Program logistics to ensure successful disbursement of fundraising matches and microgrants.
- **Share resources:** Share relevant tools and resources to enhance youth engagement and impact.
- **Manage travel logistics:** Help coordinate travel arrangements for Fellows and Captains attending staff retreats and meetings.
- **Report creation:** Support the creation of quarterly reports to monitor Program progress.
- **Welcome package management:** Own the process of sending welcome packages to Challenge Captains.

#### Administrative and Program Development Support (25%):

- **Manage application data:** Download, clean, and organize application, micro-grant, and post-Challenge reflection data.
- **Assist with micro-grant applications:** Review applications and help facilitate the acquisition of materials and services requested by youth.



- **Issue volunteer service letters:** Generate letters to recognize volunteer service hours contributed by Captains during Challenge planning and implementation.
- **Support data analysis:** Assist in analyzing Program data to identify trends and insights.
- **Create online pages:** Assist with the creation of fundraising and registration pages for youth-led Challenges.
- **Maintain applications log:** Manage the applications log, and ensure the Challenges calendar is up-to-date.
- **Fellowship Program Support:** Assist with the coordination and development of the Fellowship Program as needed.
- **Collaborative projects:** Collaborate with team members on special projects, research, and data analysis.
- **Contribute to decision-making processes:** Provide input and insights for Program strategies and updates/changes.

### **Communications & Outreach support (25%)**

- **Participate in events:** Engage in and provide support during Challenges, outreach events, and community events.
- **Program Storytelling:** Cultivate and record compelling Program videos, pictures, and quotes from in-person Challenges.
- **Share Content:** Consistently post engaging content from Positive Challenges and relevant events tailored to various social media platforms.

### **Qualifications Needed:**

We recognize that meeting all the qualifications listed below may be challenging. We encourage candidates to apply even if their profile does not align perfectly. We are committed to fostering an inclusive hiring process where diverse backgrounds and experiences are valued.

- Minimum of 2 years of experience in program coordination, youth development, mentorship, coaching, or related fields, including internships, volunteer work, or other life experiences.
- Familiarity with youth development principles and strategies to support and mentor Challenge Captains in their leadership journey.
- Experience working with diverse groups and a commitment to fostering inclusivity and equity within youth programs.
- Commitment to Positive Tracks' mission to empower young leaders and promote positive social change through physical activity and community engagement.
- Strong organizational skills with the ability to manage multiple tasks, prioritize responsibilities, and meet due dates.
- Strong interpersonal skills to build positive relationships with team members, Challenge Captains, and external stakeholders.
- Attention to detail and accuracy in reviewing applications, data management, and report creation.



- Experience capturing and curating engaging content (photos, videos, quotes) that tells a compelling story.
- Valid driver's license and willingness to drive.
- Personal vehicle preferred.
- Candidate must reside in the [Upper Valley region](#).
- Eligibility to work in the United States is required.

### **Salary and Employee Benefits**

This is a full-time, hybrid position with an hourly compensation of \$25. Benefits include paid medical, dental, and vision insurance; holidays and paid time off; parental leave; and a retirement match/contribution.

### **How to apply**

To apply, [please fill out this form](#) by October 31, 2024. While we suggest submitting your application by this date, please note that we will continue to accept applications until we find the right candidate. If you have any questions or need further information, please contact the Hiring Manager, Andrea Calderón, at [acalderon@positivetracks.org](mailto:acalderon@positivetracks.org).

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**POSITIVE TRACKS MISSION:** As a non-profit organization rooted in the Upper Valley, Positive Tracks believes young people can change the world. Positive Tracks helps ages 12 - 25 design, build, and lead athletic events that champion a cause of their own choosing. We call it Sweating For Good®.

Our programming provides young people with the tools and resources needed to develop leadership skills, create inclusive spaces, boost physical and mental health, and spark positive change.

From 2010 to 2023, we have helped 100,113 Positive Trackers turn 445,016 miles and 152,247 hours of physical activity into advocacy, activism, and \$12 million for hundreds of causes shaping our shared future. This year alone, we have supported 729 leadership experiences, and are on track to double those efforts by year-end.

*Positive Tracks is an equal opportunity employer fully committed to creating an environment and team dedicated to our [Values](#) (Joy, Integrity, Growth, Inclusion, Community, Courage, and Balance) and the principles and practices of diversity, equity, inclusion, and belonging. Positive Tracks prohibits the unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, veteran status, marital status, sexual orientation, sexual identity or any other basis prohibited by law.*