

JOB DESCRIPTION

Job Title: Coordinator, Programs Registration
Organization Segment: Young Americans Center for Financial Education
Reports to: Senior Registrar and Facilities Manager
Status: Non-exempt

Position Summary:

Responsible for assisting with registration and scheduling for Young AmeriTowne (Headquarters, Belmar, YAT10 and OTR), International Towne, Summer Programs, YouthBiz Classes and Money Matters classes. Serve as a contact for teachers, administrators and parents regarding all programs' registrations. Assist the Senior Registrar with developing reports for the Development department as they coordinate the Send-a-School program and other grant needs. Serve as a Program Assistant as scheduled. Maintain data/information integrity across the organization's website, salesforce and campsite databases as necessary. Complete special projects or additional job assignments as assigned.

Position Responsibilities:

- Serve as a contact for teachers, administrators and parents for registration needs in the various programs; schedule schools for attendance at Young AmeriTowne (Headquarters, Belmar, YAT10, OTR) and International Towne; maintain registration calendar(s) for all programs; mails out contracts.
- Work with Outreach and Regional directors to collect and distribute necessary program materials for OTR.
- Send confirmations to participants for attendance at Summer Programs, YouthBiz and Money Matters classes at all locations.
- Schedules teachers for orientation or refresher sessions.
- Coordinates the classroom materials assembly process; schedule schools for materials pickup for Young AmeriTowne (Headquarters, Belmar, YAT10, OTR) and International Towne.
- Assist with maintaining a waiting list of schools and individuals to participate in the various programs; contact schools and individuals when an opening occurs to schedule attendance.
- Manage and coordinate details of the Send-A-School Financial Aid assistance once approved by Senior Registrar, including, but not limited to, data tracking and entry, Sponsor Thank You Notes, and all follow-up correspondence.
- Assist with managing summer session operations such as t-shirt orders, programs supply, classroom materials, day-of-camp sign-in and sign-out, and coordinating volunteers.
- May act as a Programs Assistant in Young AmeriTowne and/or International Towne when needed.
- Attend outside activities as requested.
- Assist with the marketing of Young AmeriTowne, International Towne, Summer Programs and YouthBiz to educators, administrators and parents, including mailings, emails, phone calls, off-site presentations and attendance at various district open house/school choice programs.
- Assist with the collection and review of student, parent and teacher evaluation forms from the various programs. Present data to Registrar/programs management team.
- Coordinate/assist with special projects as assigned.
- Perform other duties as assigned.
- Communicate teachers' feedback to program directors for program and curriculum updates.
- Work with Program Outreach Director to identify potential new program partners.
- Assist with program and participant analysis. Collect data on student enrollments, including numbers, demographics, and program details.
- Ensure the data is accurate and free from errors. This might involve checking for missing values, duplicates, and inconsistencies.
- May work with program registrar to identify trends over time, such as increases or decreases in enrollment numbers, and analyze demographic patterns.

Knowledge, Skill & Ability:

- Knowledge of the salesforce and campsite databases as they relate to the programs' operations and associated billing and registration system and/or proficiency mastering new technology platforms.
- Knowledge of Young AmeriTowne, International Towne, YouthBiz and Summer Programs' processes and procedures.
- Ability to work independently and with limited supervision.
- Ability to work effectively in a team environment.
- Excellent oral and written communication skills. Ability to match communication approach to various stakeholders. Ability to communicate effectively, both orally and in writing, with teachers, administrators and parents.
- Ability to prepare and maintain records and reports; Ability to multitask, plan, organize, and carry out assignments within given deadlines.
- Excellent attention to detail.
- Ability to maintain current driver's license.
- Ability to become and maintain CPR certification.
- Knowledge of fundamental billing/accounting concepts and procedures.
- Ability to handle stress and maintain discipline while working with 25 to 130 children per session. Towne participants are aged 10-14 yrs. Summer program participants are 7 – 14 years. YE Marketplace participants are 6 – 21 years. CYE applicants are 6 – 21 years.
- Flexibility to work irregular hours including nights and weekends.

Education and Experience:

- Non-Profit experience and a bachelor's degree desirable, or the equivalent combination of training and experience.
- Proven track record working with youth in an educational setting.
- At least two years of experience in administrative office work.
- Previous youth and administrative work responsibilities preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Compensation/Benefits: The semi-weekly pay for this position is \$1,755.33 to \$2,083.33 which is an annual equivalent of \$42,128 to \$50,000. Compensation will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any additional cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) / Holidays:

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours
- 11 paid holidays, plus 48 hours of sick time

Date Approved: August 2024

By: Anna Leer