



Campus Coordinator

Position Summary:

The Campus Coordinator is integral to ensuring an Aim High site runs smoothly and delivers high quality programming & events. Campus Coordinators work closely with Site Directors and Central Office Staff around site logistics & organization, field trips, and family events. Aim High provides dedicated training to Campus Coordinators, as well as support from Site Directors and Central Office Staff throughout the six-week summer program.

Duties + Responsibilities may include (to be determined by co-directors):

- Manage Summer Deliverables
 - Employee form collection
 - Oversee student database, and manage the collection of student forms & data
 - Record and enter data for all Family Events
 - Monitor and return all borrowed materials from the Central Office
 - Record program component data with detailed narratives
 - Manage Youth Opportunity Scholarship application process
 - Lead student and parent end of summer evaluation collection
- Oversee essential daily systems
 - Manage and track student attendance
 - Monitor site technology (laptops, tablets, etc.) & tech check-out procedures
 - Supervise summer food program
 - Support and manage Volunteers
 - Document Standard Practices completed during the program
 - Provide logistical support to academic classes, and afternoon activities
- Event Planning and Logistics
 - Coordinate Cultural Day(s)
 - Coordinate fieldtrips

Qualifications:

- We seek Campus Coordinators who are responsible, organized, and detail-oriented.
- Campus Coordinators should possess strong communication skills, and have a desire to develop their leadership skills.
- Prior Aim High experience is preferred.
- Fluency in Cantonese and/or Spanish is a plus.

Compensation and Schedule:

- This Campus Coordinator position is an hourly nonexempt position. Hourly rate commensurate with experience.
- This position is full time for the six weeks of the program. Campus Coordinators are expected to work during the general hours of 7:45 am to 3:30 (may vary by site) plus after-school meetings & events.
- Please see aimhigh.org for program dates, which vary by region.

Apply online: www.aimhigh.org