



Position Overview

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 AND RESPONSIBILITIES (to be determined by Site 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) and 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 may be a plus.

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COMPENSATION, DATES, AND HOURS

- 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 special family events.
- Please see aimhigh.org for program dates, which vary by site or region.

HOW TO APPLY

Visit <http://aimhigh.org>