



JOB TITLE: Student Service Club Coordinator
REPORTS TO: Student Service Club Manager, Director of Programs
DEPARTMENT: Programs
PAY STATUS: Hourly, Part-Time, Less Than 10 Hours Per Week – **Must Be Available In-Person On Fridays, Some Evenings and Weekend Work Required**

STUDENT SERVICE CLUB:

The Power of Giving is about helping every man, woman, and child realize their potential to better the world in which they live, work, and play. By sharing of time, talents, treasures, or ties every person has the opportunity to make a positive impact on the world. The Student Service Club is a direct reflection of our mission to create opportunities for teens to embrace the Power of Giving through volunteerism and inspirational leadership programs. The goal of the Student Service Club is to help shape and mentor the next generation of servant leaders in our community. Through the program's leadership and life skills curriculum, it is our hope to ignite a spark in the students, so they experience a renewed sense of purpose, which will reflect in the service work they continue throughout Tampa Bay and beyond.

Under the direct supervision of the Student Service Club Manager, the **Student Service Club Coordinator** works in partnership with the Director of Programs and the Programmatic Growth Committee to provide the quality facilitation and execution of the various Student Service Clubs and the community activities which support the vision and objectives of the overall foundation. The Student Service Club Coordinator would also create targeted resources personalized to schools implementing the Ryan Nece Foundation's Student Service Club.

MAJOR DUTIES:

- Provide oversight to 4-5 of the foundation's Student Service Clubs, which are implemented at individual high schools through Ryan Nece Foundation representatives and Student Service Program members.
- Work with Student Service Club Manager and Director of Programs to develop high-quality leadership work plans, evaluations, and activities and to ensure delivery of curriculum and program goals and objectives.
- Coordinate, schedule, and facilitate monthly club meetings, community service activities, and organize additional volunteer projects as needed.
- Attain all milestones of reporting, recruitment, engagement, recognition, collaboration, and outcomes required by the foundation, and area nonprofits and community partners.
- Assist with community-based Student Service Program, and work with Director of Programs to strategically weave the programs together when able.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Interact, develop, and maintain collaborative relationships with staff leadership, school teachers and administrators, non-profits, and community leaders, as well as other youth organizations.
- Work with Student Service Club Manager and Director of Programs to respond to teacher and student participant concerns, ensuring a positive program experience for participants and school partners. Anticipate and exceed expectations consistently throughout programs.
- Document youth leadership participation; assist with student verifications of attendance and community service.
- Track program deliverables using both qualitative and quantitative evaluation methods, surveys, and measurement strategies.



- Assist with special projects and other assignments as requested by the Student Service Club Manager and Director of Programs.
- Disseminate a monthly review and an annual calendar of events to appropriate staff members.
- Update and manage any Student Service Club mobile group messaging app chains.
- Support and foster dedication in others aligned with the foundation's mission, vision, and core values.
- Represent the foundation in a positive light and support volunteer engagement and public relations activities.
- Demonstrate excellent communication skills to perform job responsibilities including listening, written, verbal and information technology skills; training and/or education experience is a PLUS.
- Demonstrate reliability and follow-through on assignments and commitments.
- Contribute to a positive working environment and positively support foundation's policies and procedures.

SPECIFIC EXPERIENCE AND SKILLS REQUIRED:

- Demonstrated leadership, coaching, and mentoring experience with teenage youth.
- Bachelor's Degree in business administration, social science, liberal arts, or social work, OR any combination of training, experience, and education which provides required knowledge, skills, and ability to perform the duties of the position.
- Non-profit experience, working in a program coordination role is preferred, but not required.
- Work with Student Service Club Manager, Director of Programs, CEO and Brick Media to drive frequent/regular community, web and social media communications and engagement.
- This is an hourly, part-time position. Weekly hours should not exceed 10 hours and **the coordinator must be available to work in-person in assigned high school classrooms of Fridays**. Other dedicated hours can be flexible, because the schedule may require evening meetings, weekend volunteer programs, and occasional holidays.
- The ability to work in office, from home, in a classroom, and in event environments is important to this role.
- Proficiency in MS Office particularly Excel, Word & PowerPoint; Zoom; Internet browsing and research; and email communication.

TO APPLY:

To apply for this position, please submit cover letter and resume to melissa@ryannecefoundation.org. Please, no phone calls. Salary is commensurate with experience, but within the range of \$18-20/hour. Some benefits are included in the overall compensation package. Employment is contingent upon successful completion of Child Safety Background Screening. Ryan Nece Foundation does not discriminate on the basis of race, color, religion, national or ethnic origin in the hiring of this position. To learn more about our foundation, visit ryannecefoundation.org.