

Job Title: Program Coordinator – Student Service Club

Position Type: Part-Time

Reports To: Director of School Programs

Position Summary:

We are seeking a passionate and organized Program Coordinator to facilitate monthly leadership and service lessons of the [Student Service Club™ - Ryan Nece Foundation](#) to high school students. This role will play a critical part in fostering servant leadership principles and empowering students to engage meaningfully in their school and community. The coordinator will also analyze student takeaways, collect data on program outcomes, and oversee student-led service projects in collaboration with community partners, including the Ryan Nece Foundation.

Key Responsibilities:

Facilitation and Curriculum Delivery

- Oversee 4-6 Student Service Clubs at high schools, collaborating with Ryan Nece Foundation leadership team, including directors and the CEO.
- Schedule, coordinate, and lead monthly club meetings, community service activities, and additional volunteer projects as needed.
- Deliver monthly leadership and service lessons to high school students following the established curriculum.
- Create an engaging, inclusive, and inspiring learning environment for all participants.
- Encourage active participation and facilitate group discussions, activities, and reflections.

Student Engagement and Support

- Analyze student takeaways through written reflections, discussions, and surveys to evaluate their understanding and application of lessons.
- Foster student leadership by encouraging initiative, teamwork, and innovation in service projects.

Data Collection and Reporting

- Design and implement tools such as surveys, pre/post-assessments, and feedback forms to collect data on student learning and program impact.
- Compile data into regular reports for program evaluation and continuous improvement.
- Share program outcomes with the Ryan Nece Foundation and school administration.
- Monitor program deliverables through qualitative and quantitative evaluations, utilizing surveys and measurement tools.

Service Project Coordination

- Collaborate with students to plan and execute school-wide service projects that align with curriculum objectives.
- Ensure projects are aligned with the school's mission and values while providing meaningful experiences for students.

Communication and Collaboration

- Build and sustain collaborative relationships with school leadership, teachers, administrators, non-profits, community leaders, and youth organizations.
- Serve as the primary point of contact between the school, the Ryan Nece Foundation, and other community partners.
- Foster dedication to the foundation's mission, vision, and values.

- Positively represent the foundation through volunteer engagement and public relations.
 - Demonstrate strong communication skills, including listening, written, verbal, and information technology abilities (training or education experience is a plus). Bilingual skills in English and Spanish are a plus.
 - Exhibit reliability and follow through on assignments and commitments.
 - Contribute to a collaborative and positive working environment in alignment with foundation policies and procedures.
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Qualifications and Skills:

- Bachelor's degree in education, nonprofit management, leadership, or a related field (preferred).
 - Experience working with high school students in an educational, mentoring, or youth development role.
 - Strong facilitation and public speaking skills with the ability to engage diverse audiences.
 - Excellent organizational and time-management skills.
 - Proficiency in data analysis and reporting using tools like Microsoft Office, particularly Excel, Word, and PowerPoint/Canva; Zoom/Teams or similar platforms, including internet browsing, research, and email communication.
 - Passion for servant leadership, community service, and student empowerment.
 - Ability to build and maintain positive relationships with students, staff, and community partners.
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Working Hours and Compensation:

- Part-time (hourly role), potential for summers off (if desired)
 - **Work Schedule is Monday-Friday/Varies.** Flexible schedule to accommodate lesson delivery, service project support, and reporting requirements. This role requires adaptability to work effectively across various settings, including office environments, remote work, the classroom, and event spaces.
 - Hourly range of \$18-\$20 per hour (to be discussed based on qualifications and experience).
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This role offers a unique opportunity to inspire the next generation of youth leaders and make a lasting impact on the school and community. If you're dedicated to servant leadership and student success, we encourage you to apply! Please, no phone calls.

To apply for this position, please submit a cover letter and resume to: Daphne Miles, Director of School Programs. Email to daphne@ryannecefoundation.org

The Ryan Nece Foundation does not discriminate based on age, color, disability, gender identity, national origin, race, religion, sexual orientation, or any other legally protected classification.

This description intends to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the organization. The Ryan Nece Foundation reserves the right to revise or change job duties, job hours, and responsibilities.