

The Becoming Center Program Coordinator

- The Program Coordinator plays a vital operational role in advancing the mission of The Becoming Center by overseeing and executing the planning, development, and implementation of all programs. Working under the direction of the Becoming Center Director, the Program Coordinator ensures that programs run efficiently, effectively, and in alignment with the organization's mission of transformation and growth. This position focuses on day-to-day management, coordination of program logistics, volunteer oversight, and ensuring a positive, impactful experience for every participant.

Key Responsibilities

1. Program Administration & Operations

- Oversee the daily operations of all Becoming Center programs and activities.
- Manage program registration, intake, scheduling, and participant records.
- Coordinate room setups, supply orders, and equipment needs to ensure all programs are properly resourced.
- Track program attendance, feedback, and impact metrics for reporting and evaluation.

2. Program Development & Implementation

- Support the creation and execution of programs that reflect the mission and vision of The Becoming Center.
- Collaborate with the Director to refine existing programs and pilot new initiatives that meet community needs.
- Ensure that all programs are delivered with excellence and in alignment with organizational values.

3. Volunteer & Team Coordination

- Recruit, train, and schedule volunteers to support program activities.
- Provide ongoing support and communication to volunteers and instructors.
- Foster a culture of teamwork, hospitality, and service among all program staff and volunteers.

4. Communication & Participant Engagement

- Serve as a primary point of contact for participants, families, and community partners.
- Maintain clear, consistent communication regarding program details, schedules, and expectations.
- Collect and share stories and feedback that highlight participant transformation and growth.

5. Resource & Supply Management

- Maintain an organized inventory of program supplies and materials.
- Ensure all program spaces are well-maintained and prepared for daily use.
- Work within budget guidelines to purchase and manage necessary resources.

6. Collaboration & Support

- Work closely with the Becoming Center Director to align program goals with organizational strategy.
- Support special events, workshops, and community outreach opportunities.
- Participate in staff meetings, trainings, and collaborative planning sessions.