



CRIM FITNESS FOUNDATION, INC.  
JOB DESCRIPTION

POSITION TITLE: COORDINATOR	FT	PT	S	A	E	NE
REPORTS TO: Program Manager or Director	x		x		x	

COMPENSATION: Salary and benefit package commensurate with education and experience

JOB SUMMARY

Coordinates and facilitates programming; assists with program development and implementation, including recruitment and management of volunteers and participants.

LINE RELATIONSHIPS

Reports to: Program Manager or Director

JOB FUNCTIONS

- Assists in evaluation and determining program needs
- Inventories and orders supplies as needed in conjunction with the program area budget
- Acts as a community liaison for the Crim
- Assists with recruitment/ management of volunteers, participants
- Facilitates trainings as well as assists in updating training materials and providing necessary support and monitoring of trainings
- Assists with development of necessary communication materials
- Assists with management of information on the Crim's records management systems
- Assists with sponsors and media relations
- Assists with coordination and execution of Crim events
- Assists in the search for grant funding and grant reports
- Keeps time records and other documentation as required
- Other duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in education, business, health-related, hospitality, related field.

EXPERIENCE:

Experience providing customer service, communications, health and fitness, project management, teaching

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to work well with and communicate effectively with outside audiences, including parents, students, teachers, school administrators, partners, funders.

Must possess good oral and written communication skills and be willing to make presentations before public groups.

Knowledge of modern office practices and equipment; telephone techniques and etiquette; record-keeping techniques, operation of computer equipment to include Word, Excel, Access, PowerPoint, Publisher, Outlook. Ability and willingness to work within specialized software as needed. Correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience, and courtesy; policies and objectives of assigned activities. Team player.

#### LANGUAGE SKILLS

Must possess the ability to read and interpret English language instructions. Must be able to present information on a one-to-one basis or group setting.

#### SPECIAL REQUIREMENTS:

- Resume and References
- Valid Michigan Driver's License
- Proof of current automobile Insurance
- DMV Printout (no outstanding violations)
- Fingerprint check required; must pass background check (federal, state, including DHS Central Registry)
- Regularly required to sit, stand, and walk for long periods of time
- Must be able to lift 25 lbs.
- Regularly required to work indoor and/or outdoors for extended periods of time
- Routinely works in an office environment; normal levels of sound in the workplace; with natural and artificial lighting

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at its sole discretion.

The Crim Fitness Foundation Is An Equal Opportunity Employer.

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Chief Executive Officer

Date Implemented: 01.01.2006

Date Revised: 01.12.2011

Date Revised: 12.11.2013