

Job Title: Pre-College Activities Coordinator

Location: Main Campus.

Position Summary:

We are seeking an organized and motivated individual to join our team as a Pre-College Activities Coordinator for our students that are enrolled in summer pre-college programs. Students will participate in on and off campus activities every weeknight and every weekend. It is expected that the activities coordinator will plan and coordinate each of these activities, ensuring each activity is engaging for students.

The successful candidate for this role will be responsible for planning activities, purchasing any necessary equipment, managing inventory, and ensuring a fun and engaging activity experience for students across each session. This role requires a passion for student activities and campus life, excellent organizational skills, and the ability to collaborate effectively with Pre-College Mentors, students, and other stakeholders.

Responsibilities for this role include:

- **Program Planning:**
 - Collaborate with the pre-college coordinator and other team members to plan and develop a schedule of on- and off-campus pre-college activities.
 - Research and propose innovative and relevant programs to enhance the overall experience for students.
- **Activity Coordination:**
 - Coordinate logistics for activities on weeknights and weekends.
 - Work closely with residential pre-college mentors, vendors, and stakeholders to ensure activities are delivered enthusiastically.
- **Student Engagement**
 - Review pre-college applicants' activity preferences to ensure relevant activities are offered.
 - Implement strategies to foster a sense of community and engagement among students.
- **Communication and Coordination:**
 - Facilitate communication between residential pre-college mentors and provide support to the team for the purpose of coordinating a unified high-quality student experience in these activities.
 - Monitor and evaluate the effectiveness of activities, adjusting as necessary to meet student needs.
 - Communicate activity details, schedules and other relevant information to participants and pre-college mentors.
 - Utilize our online student management tool, to keep participants informed.
- **Administrative Support:**
 - Provide administrative support in managing participant registrations, attendance records, and program evaluations.
 - Assist in maintaining accurate documentation related to pre-college activities.

Qualifications: Bachelor's degree in education, sport management, or event management is preferred. Strong organizational and project management skills. Excellent communication and interpersonal abilities. Ability to work collaboratively in a team-oriented environment. Previous experience planning and delivering activities for young people is a plus.

Schedule: This is a temporary position. Position may begin with remote work (approximately 5 hours per week) in spring 2024 and will be fully in-person from June 17 – August 2 for approximately 25-30 hours per week. Hours could be a mix of day, evening, and weekend hours.

Compensation: \$20 per hour.

To Apply: Send an email with a cover letter and resume to Marcello Cioffi, Coordinator of Summer & Pre-College Programs, at marcello.cioffi@temple.edu.