



## Assistant Program Coordinator

### Job Description

**Department:** Program

**Reports to:** Program Coordinator and Program Manager

**Compensation:** \$24-\$26 per hour + Benefits

City Surf Project is seeking a full-time Assistant Program Coordinator to join our team. As a 501(c)3 organization, our mission is to provide equitable access to the ocean through surf instruction. Our diverse participants come from various San Francisco communities, and we're committed to expanding our coaching team to mirror this diversity. We're looking for someone with strong communication, leadership, problem-solving, collaboration, and empathy skills to help us achieve our goals.

#### **Time Commitment:**

In this position, your responsibilities will be divided as follows: 80% of your time will be spent providing surf coaching sessions, while the remaining 20% will be dedicated to managing administrative duties and addressing any other tasks that arise.

The role requires availability Monday through Friday, totaling 40 hours per week, with occasional weekend shifts. Each shift spans 8 hours, including breaks. This position is paid hourly and qualifies for overtime with prior approval. Shift start and end times may vary depending on program needs, but a standard daily schedule could run from 9:00 am to 5:00 pm.

#### **Responsibilities:**

##### *Surf Coaching and Prep Support:*

- Lead surfing instruction to a diverse group of young learners, primarily teenagers with a few younger students, catering to different skill levels.
- Help train junior coaches in effective coaching techniques and safety practices for surfing.
- Serve as the primary lead for an annual alumni trip aimed at enhancing professional development.
- Manage Program department files (paperwork and Google Drive).
- Assist with Van Maintenance.
- Support garage organization and inventory management.
- Provide Facility maintenance support.
- Assist with Wetsuit and Surfboard upkeep.
- Manage Food inventory for the program.

*Risk Management and Safety:*

- Ensure compliance with surfing safety regulations, policies, and protocols, encompassing health and legal state standards, as well as organizational standards.
- Assist in developing and implementing risk management plans, emergency procedures, and safety protocols for surfing instruction settings.
- Conduct regular evaluations and inspections to identify and address any surfing-related risks or danger

*Program & Partnership Support:*

- Coordinate, communicate, and maintain contact with program partners, including but not limited to arranging site visits, conducting outreach activities, organizing and overseeing program contracts.
- Support in scheduling semester and summer programs, leadership training, and staffing needs, which involves identifying substitute instructors when necessary.
- General support for Program Manager and department.

*Curriculum Support:*

- Support Program Manager with curriculum design and implementation.

*Data Management & Quality Control Support:*

- Assist in gathering, inputting, and managing program data, such as attendance records, participant waivers, and pre- and post-survey responses.
- Aid in collecting program impact assessments, testimonials, and photos from participants.
- Implement strategies to enhance participant engagement and satisfaction with the program.

*Community Outreach:*

- Support the creation and gathering of photos and videos for marketing to promote program activities.
- Foster partnerships and garner support for the program.
- Engage with diverse community stakeholders such as schools, youth organizations, local businesses, and wellness centers.

**Education and Experience:**

- Bachelor's degree in relevant fields like Education, Recreation or Non-profit Management preferred but not required.
- Surf Coaching, Water Safety, Water/Surf Therapy Certifications, Lifeguard Certification are highly desirable but not required.
- Demonstrated experience in a similar role or related field required.
- Experience with BIPOC youth and knowledge in youth development or outdoor education is highly encouraged.
- Valid Driver's License
- CPR/FIRST Aid

- San Francisco location preferred but other Bay Area locations welcome

**Physical Requirements:**

- Advanced surfing skills for teaching and leading sessions.
- Strong swimming skills and ocean safety knowledge.
- Ability to work outdoors in various conditions.
- Physical fitness for beach activities and water participation.
- Capacity to lift upwards of 30 lbs and carry surf equipment and materials.

**Benefits:**

- **Health Insurance:** Medical, dental, and vision insurance coverage.
- **Paid Time Off (PTO):** Including vacation days, sick leave, and holidays.
- **Wellness Hours:** Option to take paid time off for 4 hours on an agreed-upon day for self-care or surfing with our crew in the summer.
- **Flexible Work Arrangements:** Options for some remote work, flexible hours, or compressed workweeks depending on program department needs.
- **Employee Freebees:** Free products or services, or partnerships with other businesses.
- **Free Equipment Rental:** Borrow all the surf equipment for you and friends

**BIPOC, LGBT2QIA+, and female-identifying candidates are strongly encouraged to apply.**

*Disclaimer: This job description is a general overview of the Program Manager position at City Surf Project and is not an exhaustive list of all potential responsibilities. The organization reserves the right to modify or add duties at any time, with or without notice. Employees may be required to perform tasks beyond those outlined in this document. This description is not a binding contract and does not alter the at-will nature of employment with City Surf Project.*

To apply, [click here.](#)