



Program Coordinator – South Lake Tahoe

Part-Time | 20 hours/week (afternoons/evenings + some weekends)

Pay Range: \$19–\$23/hour

Location: South Lake Tahoe (on-campus & community-based work)

Reports to: Deputy Director

How to Apply

Please send the following documents to HR@hands4hopeyouth.org :

- Resume
- Cover letter

Candidates who move forward in the selection process may be asked to provide up to three references and letters of recommendation, and may be asked for supplemental information such as writing samples.

The position is open until filled.

About Hands4Hope

Established in 2008, Hands4Hope - Youth Making A Difference is a youth-driven organization with Education and Community Engagement Programs that use the service-learning strategy to inspire and empower youth in leadership and service. Hands4Hope strives to develop and nurture youth leaders in our community into socially responsible, civic-minded residents who have compassion for others; who engage in action to bring about change; and who work for a safe, vital community. Hands4Hope youth create and plan their own projects to support local charities and address unmet community needs. Hands4Hope provides amazing opportunities for youth to gain invaluable hands-on experience and skills. To learn more about Hands4Hope – Youth Making A Difference visit our website hands4hopeyouth.org.

Applicants must have an understanding of and commitment to the mission of Hands4Hope - Youth Making A Difference, and a passion for fostering youth empowerment and community service.

Position Summary

The Program Coordinator – South Lake Tahoe serves as the primary coordinator and facilitator for the Hands4Hope South Lake Tahoe area Education and Outreach programs. The Program Coordinator will be the Hands4Hope staff mentor for the South Tahoe Middle and High School On-Campus Hands4Hope Clubs, as well oversee outreach activities with partner agencies in the Tahoe region.

This role blends youth mentorship, volunteer coordination, event management, and community partnership development. The Coordinator ensures high-quality program implementation, supports youth-led service projects, manages outreach events, and maintains strong relationships with school staff, volunteers, and community agencies.

Key Responsibilities

Youth Mentorship & On-Campus Clubs (Grades 6–12)

- Serve as mentor and primary contact for South Tahoe Middle School and South Tahoe High School service-learning Hands4Hope Clubs
- Guide youth leaders in planning, managing, and evaluating service-learning projects and seasonal events
- Support leadership development and ensure alignment with Hands4Hope's program model
- Assist with youth workshops, leadership trainings, and recognition events
- Collaborate with Hands4Hope staff, school staff and community partners

Outreach Program Management

- Coordinate and oversee monthly Outreach activities in the South Tahoe region
- Recruit, train, and support adult leads and volunteers
- Ensure event safety, logistics, and alignment with organizational goals
- Manage Outreach calendar, event communications, and confirmations
- Collect and report program data and outcomes
- Represent Hands4Hope at community meetings and partner engagements

Volunteer & Database Administration

- Manage volunteer registrations, event postings, confirmations, and volunteer hours tracking
- Review and log waivers, medical information, and training confirmation
- Coordinate fingerprinted adult coverage for all events
- Support recruitment and appreciation efforts for volunteers
- Work cross-functionally with staff to troubleshoot database and event logistics

Budget & Administrative Support

- Oversee assigned program budgets
- Track in-kind donations and maintain financial documentation
- Assist with grant data, board reports, and written communications
- Maintain accurate records and uphold confidentiality standards

Collaboration

- Partner with Education Program Team to design, coordinate, and facilitate youth leadership trainings
- Collaborate with the Education and Outreach teams to support planning and execution of outreach activities and service projects
- Work with Communications Coordinator on marketing and communication efforts related to leadership trainings, service projects, and outreach activities

- Maintain clear communication and cross-functional collaboration among staff to ensure consistency across programs

Qualifications

Required Experience

- 2+ years experience working with middle and/or high school youth
- 1–2+ years experience planning and implementing events
- Experience in volunteer coordination preferred
- Nonprofit experience strongly preferred

Education

- High School Diploma required
- Associate degree or higher preferred

Knowledge, Skills & Abilities

- Strong youth mentorship and leadership development skills
- Ability to plan and implement events while coaching youth leaders
- Excellent organizational and time management skills
- Proficiency in Google Workspace (Drive, Docs, Sheets, Slides and Forms)
- Strong communication and relationship-building skills
- Ability to work independently and adapt to changing priorities
- Professional demeanor representing Hands4Hope in schools and community settings
- Bilingual Spanish preferred

Schedule & Work Environment

- 20 hours per week
- Afternoons required (on-campus club meetings)
- Some evenings and weekends required for events
- Frequent local travel within South Lake Tahoe region, and occasionally to the west slope
- Ability to lift up to 25 pounds

Requirements

- Valid California Driver's License and reliable transportation
- Proof of insurance
- TB clearance
- Criminal background and fingerprint clearance
- Willingness to be trained as a Mandated Reporter and LGBTQ+ Ally