



of Metro Denver

Position Title: Center Programs Coordinator

Reports To: Manager of Center Programs

Status: Full-time, Exempt

Salary Range: \$55,000–\$60,000 annually depending on experience and education

Location: Girls Inc. of Metro Denver Office

Position Summary

The Center Programs Coordinator supports after school and family engagement programs at the Girls Inc. of Metro Denver Center in the West Colfax neighborhood. This role is responsible for coordinating and supporting vendor and partner engagement, volunteer and intern support, center program team, and administration. The Coordinator plays a critical role in ensuring seamless communication, strong family engagement, and a safe, engaging, and empowering environment for all participants

Duties and Responsibilities

Key Functions

- Support participant enrollment, attendance tracking, and data entry in partnership with the Manager of Training and Evaluation.
- Oversee room setup, materials prep, kitchen inventory, and site logistics to support daily programming.
- Support session facilitation alongside Center program facilitators as needed.
- Lead family and community communication at the site level.
- Serve as partner and school liaison for Center-specific programming, coordinating timely communication with external partners about events, updates, and general information.
- Finalize volunteer and intern placements; supervise and provide feedback for volunteers and interns supporting afterschool meal programs and general programming.
- Provide reporting support and administrative assistance to the Manager of Center Programs.
- Support field trips, special events, and seasonal program offerings.
- Work with the Development Team to support partner and guest engagement with Center Programs.



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Day to Day Coordination

- Manage day-to-day participant logistics at the Center, including registration, attendance, and scheduling in the Compass system.
- Schedule sessions, rooms, supplies, and staffing coverage within Center programs.
- Handle first-level participant concerns and attendance issues; escalate behavior, safety, or program concerns to the Manager of Center Programs.
- Adjust session and program plans within approved curriculum and program boundaries.
- Coordinate the After School pick-up process, including routes, driver scheduling, and timely communication with schools, families, and drivers.
- Lead all operational aspects of the “Tasty Foods” afterschool nutrition program, including trainings, applications, paperwork, inventory, and food safety compliance.
- Communicate schedule changes and program updates to staff, families, and GIMD staff.

Administrative

- Serve as a primary point of contact for participants, families, partners, and vendors at the Center.
- Build trust and relationships with youth and families to promote belonging, engagement, and positive outcomes.
- Model professionalism and Girls Inc. of Metro Denver program culture for part-time educators, interns, and volunteers.
- Surface participant feedback and family needs to the Manager of Center Programs.
- Coordinate across facilitators, volunteers, and interns to ensure consistent and high-quality program delivery.
- Provide guidance, mentorship, and feedback to part-time educators, interns, and volunteers.
- Support outreach and recruitment efforts to drive enrollment goals and represent Girls Inc. at community and school events.

Required Skills & Abilities

- Demonstrate a commitment to the Girls Inc. of Metro Denver mission, vision, and core value statements



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- Able to interact positively with a diverse community of people from various cultural backgrounds and economic experiences
- Proactive, enthusiastic, and dependable
- Detail oriented and organized
- Enjoy troubleshooting and problem solving
- Willingness to jump in and take on leadership roles as needed
- Able to communicate effectively in oral, written, and electronic forms
- Supports an organization environment based in respect
- Competence using Microsoft Office Suite and/or ability to learn new computer skills as necessary
- Ability to maintain high safety and driving standards to transport participants in 15-passenger vans.

Qualifications

- Bachelor's degree in education, social work, youth development, or related field preferred; equivalent experience will be considered.
- 2+ years of experience in youth program facilitation, implementation, or management
- Must be able to pass background check and meet all licensing requirements.
- 2+ years with a valid driver's license
- Valid Colorado driver's license (or ability to obtain within 30 days).
- Access to reliable transportation for travel to program sites; mileage reimbursement provided
- Bilingual (English/Spanish) strongly preferred

Benefits:

- 403(b) retirement plan with employer match
- 100% employer-paid health insurance, with dental/vision plans and medical savings account options
- Generous paid vacation, sick leave, and holiday program
- Paid family and medical leave
- Professional development and training opportunities



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- National Girls Inc. network access and peer learning
- Eligible for additional perks (e.g. wellness programs, staff appreciation activities)

How to apply

Submit your application [here](#) and send a resume to humanresources@gidenver.org. Both must be completed for consideration.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.