

## CAREER OPPORTUNITY ANNOUNCEMENT

# YOUTH PROGRAMS COORDINATOR

SUNNYVALE, CA



El Cap is one of the largest operators of indoor climbing facilities with 11 gyms in 5 states under the brand names of either Earth Treks or Planet Granite. We're expanding and looking for motivated individuals interested in growing with our company. When our staff aren't outside adventuring or training in the gym, they are sharing their passion for climbing with our amazing members. Presently, we can be found in greater Washington D.C., San Francisco, Denver, Baltimore and Portland.

## JOB SUMMARY

The Youth Programs Coordinator is a core member of our team that maintains and manages all aspects of the Planet Granite Youth Programs. A successful YPC is one who can both execute the administrative components of the role, while also embodying our core values, has a "sleeves-rolled up" attitude, and is a presence before, during and after programs, ensuring the entire process runs smoothly, fostering an excellent customer experience. The YPC also works closely with event staff to provide personal growth and encouragement for all youth participants. The YPC role is a full-time position, with a combination of office hours and front desk hours.

## JOB RESPONSIBILITIES

- Recruiting, interviewing, training, scheduling, and monitoring Event Staff.
  - Ensures quarterly staff check-ins are completed and documented.
  - Facilitates all event staff trainings, including an annual Summer Camp Training meeting.
- Sets the tone and expectations for all youth programs
  - Checks-in with Event Staff during programs, is back-up when additional staff are needed.
  - Helps with check-in and check-out processes at the Front Desk.
- Coordinates and schedules all Planet Granite Youth Programs, including, but not limited to: After School, Parent's Night Off, Drop-in Climbing, PG Summer Camps, WMRs, and Special Youth Events.
- Coordinating all external youth programs that are held at Planet Granite, such as City Parks & Recreation, YMCA programs, non-profit organizations and visiting school groups.
  - Schedules dates, creates curriculums, manages staffing, and billing, as well as being present for the first day of the programs.
  - Invoicing and ensuring payment is received in full within specified time frame.
  - Ensuring correct PG staffing and finalizing roster numbers.
  - Reviewing contracts, submitting them to VP of Climbing Center Ops - West to be signed, returning to Cities/YMCA, and storing fully executed copies.
- Managing invoicing and contracts for all programs.
- Working with the creative team and Marketing Coordinator to update Youth Program marketing materials, including flyers and the website, while providing education to the Front Desk Staff and Event Staff about our programs.
- Communicating with Directors and other Youth Programs Coordinators to further develop Planet Granite's Youth Programs.
- Communicating with parents regarding programs, as well being receptive to feedback and concerns.

## **JOB REQUIREMENTS**

- Excellent written and verbal communication skills, including the ability to maintain clear and timely lines of communication with Directors, staff, parents, and program contacts.
- Solid organizational skills and high attention to detail.
- Self-motivated and proactive, both in terms of accomplishing tasks and seeking out answers.
- Upbeat, energetic, and enthusiastic.
- Experience with Microsoft Excel and Word.
- Passionate about working with kids.
- Experience in a leadership role preferred

## **TO BE CONSIDERED**

Please email a resume, cover letter and application to:

**Evan Pearce**

**GYM DIRECTOR**

[evan@planetgranite.com](mailto:evan@planetgranite.com)

El Cap is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status or marital status.