

Community Engagement Coordinator (Part-Time, Hourly)

Position Overview

The Community Engagement Coordinator is responsible for the management and oversight of Circus Center's off-site youth programs, primarily serving children in San Francisco's Tenderloin neighborhood. These programs provide circus-based enrichment and skill development. The role focuses on program administration, staff coordination, stakeholder communication, and compliance with reporting requirements.

This is a part-time, hourly position (up to 20 hours per week) that reports to the Executive Director. The position does not oversee Circus Center's on-site camps.

Schedule & Compensation

- Part-time, hourly, up to 20 hours per week
- \$28–\$32/hour, DOE
- Benefits: sick time, transportation stipend, and other benefits as outlined in the Circus Center Employee Handbook for part-time staff

Key Responsibilities

- Recruit, hire, train, and supervise teaching staff for off-site programs
- Develop and refine curricula to ensure program quality and alignment with learning goals
- Create and manage staff schedules, meetings, and training sessions
- Serve as the primary administrative liaison with partner organizations, schools, and community groups
- Implement and oversee systems for tracking student attendance, skill development, and program outcomes
- Collect, analyze, and report data for DCYF grant compliance and program evaluation
- Submit monthly invoices in collaboration with CC Bookkeeper to DCYF for reimbursement
- Manage work plan for DCYF program
- Draft and distribute communications to parents, partner organizations, and other stakeholders
- Assist with annual budgeting for off-site programs and track expenditures to ensure alignment with approved budgets
- Manage Circus Center's participation in community events, including scheduling and logistics
- Collaborate with senior leadership to ensure programs advance organizational goals
- Perform other program management duties as assigned

Requirements

- Strong program management and staff supervision skills
- Ability to plan, implement, and evaluate youth enrichment programs
- Experience in budget management and program reporting
- Proficiency with program management tools and software
- Effective written and verbal communication skills
- Strong problem-solving ability and organizational skills
- Flexibility and adaptability in dynamic program environments
- Ability to lift up to 20 pounds.
- Proof of fingerprinting, background check, sexual harassment and mandated reporter training.

Qualifications

- Bachelor's degree preferred
- Experience working with K-12 youth and/or young adults (ages 18-24)
- Leadership or management experience in an educational or enrichment program setting
- Knowledge of circus arts, gymnastics, or other physical instruction highly desirable
- Demonstrated ability to manage classroom environments and resolve conflicts