

Part-Time Program Coordinator

Organization: Urban Warriors Youth Community

Position Type: Part-Time, Hourly, Non-Exempt

Compensation: \$25.00 per hour

Schedule: Anticipated to average approximately 20–25 hours per week, depending on program and organizational needs. Some evening and weekend availability is required based on program schedules, games, events, and activities. Hours may vary from week to week and are not guaranteed.

Location: Urban Warriors office, parks, schools, recreational facilities, and other program locations throughout Chicago, Illinois. This position requires regular in-person work and travel between program sites.

Reports To: Director of Operations & Impact

Potential for Growth: This position may have the opportunity to transition into a full-time role based on organizational needs, available funding, program growth, and satisfactory job performance. A transition to full-time employment is not guaranteed.

Position Summary:

Urban Warriors Youth Community is seeking a motivated, organized, and community-centered Part-Time Program Coordinator to support the implementation, coordination, and continued development of our youth programs.

The Program Coordinator will support the day-to-day operations of approximately four programs, communicate with parents and families, coordinate with coaches, instructors, mentors, and program staff, assist with program development and administration, and help ensure that programs are organized, safe, and operating effectively.

The ideal candidate is dependable, proactive, organized, comfortable working directly with youth and families, and able to manage multiple programs and priorities. Experience in sports-based programming, youth development, recreation, community programming, or program coordination is strongly preferred.

Spanish-speaking or bilingual English/Spanish candidates are preferred because of the communication needs of many of the youth and families served by Urban Warriors.

Qualifications:

The ideal candidate will have:

- Previous experience working in youth development, sports, recreation, education, mentoring, nonprofit, or community-based programming.
- Experience coordinating or supporting programs, teams, events, or youth activities.
- Experience communicating directly and professionally with parents and families.
- Strong organizational, time-management, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to manage multiple programs, deadlines, and priorities simultaneously.
- Ability to work independently while also collaborating effectively with staff, coaches, families, youth, volunteers, and community partners.
- Ability to maintain professionalism, confidentiality, and appropriate boundaries when working with youth and families.
- Basic proficiency with email, spreadsheets, shared documents, calendars, and other administrative technology.
- Experience with basic program budgets, expense tracking, or financial documentation is preferred.

Spanish/English bilingual proficiency is preferred but not required.

Additional Requirements

Because this position involves direct work with youth and programming in multiple community locations, the successful candidate must:

- Be able to work a flexible schedule that may include evenings and weekends based on program needs.
- Be able to travel between Urban Warriors program locations throughout Chicago.
- Successfully complete any background checks and other screening requirements required by applicable law, organizational policy, funding requirements, or program partners.
- Complete required youth-safety, mandated-reporting, and organizational trainings.
- Comply with Urban Warriors policies regarding participant safety, confidentiality, incident reporting, and professional conduct.

Physical Requirements:

The position regularly involves working in office, park, school, athletic, and recreational environments. The employee may be required to stand or walk for extended periods and assist with the setup, movement, or organization of program materials and equipment.

Urban Warriors Youth Community will provide reasonable accommodations to qualified individuals with disabilities as required by applicable law.

Hours, Timekeeping & Overtime:

This is an hourly, non-exempt position. Employees are required to accurately record all hours worked and comply with Urban Warriors' timekeeping policies. All hours worked must be reported and will be compensated in accordance with applicable federal, state, and local wage-and-hour laws. Employees should obtain advance approval before working beyond their scheduled hours or working overtime; however, all hours actually worked must be accurately reported.

At-Will Employment:

Employment with Urban Warriors Youth Community is at will to the extent permitted by Illinois law. This means that either the employee or Urban Warriors may terminate the employment relationship at any time, with or without notice or cause, subject to applicable law.

Nothing in this job posting creates a contract or guarantee of employment for any specific period of time.

Opportunity for Full-Time Employment:

As Urban Warriors Youth Community continues to grow, this position may have the potential to transition into a full-time position based on organizational needs, satisfactory job performance, program growth, and available funding.

Any future transition to full-time employment would be subject to organizational approval and the availability of grant or unrestricted organizational funding. Nothing in this posting constitutes a promise or guarantee of future full-time employment, increased hours, continued funding, promotion, or continued employment.

Equal Employment Opportunity

Urban Warriors Youth Community is committed to providing equal employment opportunities. Employment decisions are made without unlawful discrimination based on race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, marital status, sexual orientation, gender identity, military status, or any other status protected by applicable federal, Illinois, or local law.

Urban Warriors Youth Community will provide reasonable accommodations to qualified applicants and employees with disabilities and other individuals entitled to accommodation under applicable law.

Other Duties:

This job description is intended to describe the general nature and level of work performed in this position and is not intended to be an exhaustive list of every responsibility or duty.

Responsibilities may be modified or additional duties may be assigned based on reasonable organizational and program needs, consistent with the general scope of the position.

How to Apply:

Interested candidates should email a current résumé and cover letter to hr@uwcomm.org
Please include "Part-Time Program Coordinator" in the subject line.