

Job Title:	Program Coordinator	Job Type:	Seasonal (Summer)
Place of Work:	Cambridge University Colleges	Reporting to:	Program Director
Prior to the Summer Schools: To provide direct guidance and leadership to a large team of supervisors, to oversee and maintain an overview of the daily non-academic program logistics including activities and events, staff meetings, time-off, logistics and training.			
During the Summer Schools:			
1. Staff Training & Leadership: Assisting the Directors in delivering in-depth supervisor staff training. Attending summer preparation meetings with the rest of the senior team and undertaking core training prior to the summer. Coordinating the supervisor review meetings.			
2. Senior Team Support: Working directly with the rest of the senior team to help with incidents, behavioural issues and student health and safety.			
3. Communications: Coordinating and distributing important daily notices to supervisory staff each morning and evening.			
4. Student Welfare: Assisting with the supervision of students on a summer school. Residing on-site overnight alongside students, and if needed on a corridor or staircase with a group of students for whom the Head Supervisor has specific responsibility.			
5. Logistics: Helping to arrange and lead weekend excursions. Organizing the timetable of activities, which includes arranging who will run the activities and ensuring that they are carried out in line with Health & Safety guidelines.			
6. Marketing: Assisting with marketing tasks and working with the Marketing Coordinator to ensure supervisors complete their outlined marketing tasks by specified deadlines.			
7. Uphold, protect, and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same.			
8. Remain flexible and prepare to assist with urgent enquiries and changes and, where appropriate, help to implement contingency plans.			
9. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Program Director or one of their nominees.			
Skills		Experience & Knowledge	
<ul style="list-style-type: none"> • Articulate, engaging and sociable • Approachable and assertive • Strong communication and people skills • Strong organisational and leadership abilities • High levels of energy, resilience and enthusiasm • Flexibility, adaptability and ability to cope with changing priorities 		<ul style="list-style-type: none"> • Previous experience working in a residential setting (Desirable) • Previous experience working with young people (Desirable) • Previous experience working in a leadership role (Desirable) • Cambridge city, its colleges and history (Highly Desirable) 	

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