Position: Fundango Event Coordinator
Reports to: Erica Wharton, Executive Director
Hours per event: 8-10 (including running event)
Pay Rate: Flat rate of $160 per event
Age Requirement: 21 and older

SUMMARY: The Fundango Event Coordinator will be responsible for planning and running our Fundango events. We are looking for someone who is creative, has experience planning activities for children ages 3-12, works well under stress, and has experience working with at-risk youth.

Essential Job Functions:
- Responsible for developing, implementing and supervising assigned Fundango nights and all of the activities.
  - Each event will have a theme that will need activities planned that revolve around the theme of the evening (if possible). Activities such as snack, gym games, craft and two special rotations where guest visitors and/or special activities should be arranged and planned.
- Provide supervision to all staff members and volunteers during each Fundango.
- Communicate the needs of the children to the Executive Director.
- Communicate the needs of the volunteers to the Volunteer Coordinator.
- Communicate with parents regarding their children focusing on the positive.
- Adhere to agency policies and procedures
- Provide a safe and positive environment for high needs children to learn and grow within.
- Be available and willing to attend trainings as necessary to increase skills.
- Provide consistent and appropriate supervision for group leaders and volunteers during each Fundango and communicate any feedback or needs to the Volunteer Coordinator and the Director.
- Inform and update Executive Director of any concerns, problems, or potential problems

Qualifications:
- Must be able to run 8 Fundangos in a year
- Ability to develop, foster and maintain excellent professional working relationships
- Ability to develop activities for a themed night keeping children from ages 3-12 engaged and having fun.
- Must be very organized with effective communication skills.
- Must have problem solving skills.
- Must have or attain Infant/Child CPR and First Aid certification.
- Ability to function as a team member
- Ability to maintain accurate records and petty cash
- Ability to maintain a flexible sense of humor and a safe and enjoyable Fundango environment
- Ability to work with people of all ages and backgrounds.
- Must be over 21 years old.
- Must pass a background check.

APPLY: Send a current resume, cover letter explaining why you would be a great fit, and three references to Erica Wharton at director@kidsatheartfundango.org. Applications may also be sent by mail to Kids at Heart, 6501 Brittany Street, Fort Collins, CO 80525.