



Fast Feet seeks a part-time program manager located in New York City to support our spring, summer, and fall programming seasons!

Part - Time Program Manager:

Timeframe: May 1 - October 1, 2024
Possibility to extend position past October 1

Compensation: \$600 per week, 10 hours per week

Location: Hybrid, remote and in-person

Key Tasks:

- 1) Weekly email communication with parents/caregivers
- 2) Communicate lesson plans with our coaches on a weekly basis
- 3) Two program site visits per week [our programs occur in the evening, typically between 5-7pm]. Site visits are vital for showing support for our coaching staff, maintaining good relationships with our families, and helping improve our program execution
- 4) Oversee coaching staff, offer support in-person at our programs or virtually
- 5) Volunteer management, ensuring enough volunteer support at our weekly community programs

Other tasks may include but are not limited to:

- 6) Overseeing data collection and communicating key trends at the end of every season to ED and DD
- 7) Collect videos/photos/stories for social media
- 8) Outreach to new school partners

If you are interested in applying for this position, please EMAIL your resume to:

Suzie Clinchy - Executive Director
Subject Line: Program Manager
suzie@fastfeetnyc.com