



Campus Coordinator

ABOUT AIM HIGH

At Aim High, students unlock their limitless potential by participating in a multi-year summer joyful, enrichment program that empowers middle school students navigating systemic barriers, igniting their love of learning, and yielding real results—97% of Aim High alumni graduate high school and go on to college. Grounded in the Aim High CORE Values (Community, Opportunity, Respect, and High Expectations), every student feels seen and supported. Aim High gives students the confidence to succeed in high school and beyond. Aim High also fosters a supportive professional community where educators - from aspiring to experienced - grow personally and professionally. For more about Aim High, please visit www.aimhigh.org.

Position Summary

Campus Coordinators (CCs) serve as site-level administrative team members and manage site logistics and organization. CCs support site-level operations such as summer deliverables, essential daily systems, and on-site events. CCs work closely with Site Directors, site volunteers, Program Directors, and Central Office Staff to ensure an Aim High site runs smoothly and delivers high-quality programming & events.

This is a six-week position: one week of faculty training and five weeks supporting site-specific operations. Campus Coordinators have the opportunity to participate in online training before the start of the summer program.

Duties and Responsibilities

- Manage Summer Deliverables:
 - Oversee student database entries and edit for accuracy.
 - Manage the collection of student forms and data.
 - Monitor and return all borrowed materials from the central office: office supplies, STEM supplies, etc.
 - Work with Site Directors and Program Managers on set up and end-of-summer clean-up and storage process for site supplies, inventory if needed.
 - Work with Site Directors on implementing and collecting all end-of-summer surveys for students and families, and monitor communication and access to the survey.
 - Manage office and classroom supplies: staff, students, activities, and site-wide curriculum.

- Oversee essential daily systems:
 - Oversee daily student attendance, and follow up with families for absences.
 - Serve as family liaison with daily communication using a text message system.
 - Support and manage volunteers: organize daily duties and responsibilities.

- o Manage daily supervision of the distribution of summer food (breakfast, lunch, and snack) and accountability reporting.
- o Monitor site technology (laptops, tablets, etc.) and technology check-out procedures.
- Event Planning and Logistics:
 - o Work with Site Directors on coordinating logistics for family events and cultural activities: signage, set-up, and clean-up.
 - o Work with Site Directors and central office staff in coordinating field trips i.e. arranging transportation as needed, confirming lunch, trip confirmation, etc. and family communication.

Qualifications

- Bachelor's or Associate's degree is preferred, strong candidates currently in college will be considered
- Responsible, organized, detail-oriented, able to take initiative and work independently
- Proficient in Microsoft Office Suite, Google Workspace, and basic knowledge of classroom technology
- Possess strong written and verbal communication skills and a desire to develop leadership skills
- Working knowledge of office productivity software (Google Suite, Microsoft Office)
- Skilled at establishing and maintaining positive working relationships with others
- Demonstrate the ability to work independently and as a team; build and maintain productive working relationships with colleagues and students
- Demonstrate a growth mindset along with a willingness to give and receive feedback
- Responsible and demonstrate a commitment to social and racial justice, anti-racism, and equity in education

Bonus Points if you:

- Have dual language abilities (English-Spanish, English-Chinese, etc.)
- You are an Aim High alumni or former Aim High staff member
- Experience in youth development or working in a K-12 educational setting

Job Details

- Reports to: Site Directors
- Location: Aim High has 14 sites across the Bay Area in San Francisco, Oakland, San Rafael, San Pablo, Richmond, Napa, Novato, San Jose, and Tahoe/Truckee
- Classification: Non-exempt from overtime; paid hourly
- Pay ranges from \$25.00 to \$30.75 per hour depending on experience
 - o Compensation for this position will be determined following the ranges listed below with additional compensation beyond the beginning of the range for employees who (1) have language abilities that would proficiently facilitate conversations in languages other than English as needed by the school site, (2) have professional school or office-based administrative work experience, and/or (3) have previously served as an Aim High Site Director, Lead Teacher, Assistant Teacher, or in a Specialist role:

- Employees in their first year as an Aim High Campus Coordinator will earn \$25.00 - \$26.75 per hour
- This is a temporary, full time position for the six weeks of the summer program
 - June 8 - July 17 (Lake Merritt, Fruitvale, East Oakland, Napa, North Beach/Chinatown, Bayview/Portola, San Jose)
 - June 15 - July 24 (San Pablo, Richmond, San Rafael, Ingleside, Mission, Novato)
 - June 22 - July 31 (Tahoe/Truckee only)
- This position is expected to work from Monday to Friday, 8am to 4pm and up to two family evening events
- Unpaid Holidays: Aim High's summer program will be closed on Friday, June 19th and Friday, July 3rd

Apply Now: www.aimhigh.org/teach/

At Aim High, we recognize that striving to be a truly anti-racist, diverse, equitable, and inclusive (A.D.E.I.) organization requires deep and long-term commitment. We know that we will make mistakes, and we are dedicated to learning from them. We ask our broader Aim High team – including staff, educators, board members, and supporters – to encourage, challenge, and join us in living out our commitment to A.D.E.I.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.