



Health Program Coordinator

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC Health with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for 50 years.

Position Summary

This position is responsible for assisting in design, administration, coordination, and execution of programming and events of ODC/Health Initiatives as well as effective, hands-on management of operations. The position reports directly to the Health Initiatives Program Director. This person will be a liaison and point of contact for ODC/Health initiatives, including ODC fit and ODC's Healthy Dancers' Clinic (HDC) as well as ODC's multi-disciplinary programming for seniors. The ideal candidate will bring a high level of communication, organizational skills, and team/project leadership to provide effective and efficient Health program operations.

This position is a temporary, part-time, non-exempt (eligible for overtime) position with a maximum of 28 hrs per week with a minimum of 20 hrs per week for the months of July - October, with the possibility of extending.

Roles & Responsibilities

- Assist in new revenue generation and retention for the ODC/Health program and its initiatives
- Assist the Health Initiatives Program Director, provide leadership for and day-to-day management of fitness programs, including serving as day-to-day supervisor of fitness faculty cohort.
- Manage delivery of HDC on-going and annual special programming (e.g., create infrastructure and system for on-going screenings and educational sessions conducted by medical volunteers; design and oversee implementation of special events such as Month for Dancers' Health).

- In coordination with Health Initiatives Program Director and HDC Medical Director, establish criteria and process for vetting/reviewing/scheduling/retaining clinic volunteers, speakers, and panelists.
- Oversee the management and upkeep of volunteer data, schedules and contributed hours as well as the system for recognizing volunteer contributions.
- Assist in comprehensive and coordinated Senior programming offerings across ODC/Health, ODC/School and ODC/Theater.
- Monitor performance metrics for the project initiatives to measure progress and identify areas for improvement. Provide project updates on a consistent basis to the Health Initiative Program Director about adjustments, needs, and progress.

Qualifications

- Minimum 21 years of age and eligible to work in the US.
- Based in proximity of the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street and 3153 17th Street, San Francisco, CA 94110).
- Bachelor's degree or higher in relevant field (e.g., business, health/wellness services, arts)
- At least 2 years of relevant experience (e.g., coordination and management of people and programs)
- Hands-on experience working in fitness, health, senior programming, and/or arts organization and passion for dance/fitness/health.
- Proven ability to conceptualize and complete projects according to outlined scope, budget, and timeline
- Proven ability to solve problems creatively
- Ability to work and interact well with individuals from various backgrounds and of different ages in a culturally diverse, fast-paced, team-oriented environment
- Familiarity with project management software tools (including G-Suite, Asana, slack), methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical and organizational skills
- Strong interpersonal skills and extremely resourceful
- With advance notice, must be available to staff events/activities on evenings and occasional weekends

Physical Demands and Work Environment

- Work is performed primarily in an office and performing arts facilities setting. Work is hybrid (in-person and/remote).
- Work is primarily performed sitting and standing.
- Must be able to lift and carry 15 lbs.

Compensation and Time Base

- This is a temporary (fixed term), part-time, hourly, non-exempt role (eligible for overtime) for the months of July - October with a possibility for extending.
- Time base is a maximum base of 28 hours per week and minimum of 20 hrs per week.
- Compensation is \$28.00 - \$30.00 per hour DOE.

- Sick time accrued as hours worked.
- Complimentary tickets available for ODC theater events and ODC performances.

To Apply

- Please email to: HR@odc.dance:
 - Resume
 - Cover Letter
- Reference “**Health Program Coordinator**” in the subject line.
- This is at a non-profit organization. Must be eligible to work in the US. Applicants from diverse backgrounds are encouraged to apply.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.