



POSITION DESCRIPTION: PROGRAM COORDINATOR

About Yogahood Australia

Yogahood Australia is a non-profit yoga service organisation bringing the physical, mental, and emotional benefits of yoga to at-risk and underserved communities in Australia.

Our Vision

Yogahood Australia's vision is to see more people experience the peace, hope, and empowerment that comes from the practice of yoga.

Our Mission

As a non-profit set up to serve the wider community, our mission is to provide free yoga classes to at-risk and underserved men, women, and youth in Melbourne, Victoria and right across Australia in the future.

Our Values

Sustainable Service, Adaptability, Courage, Commitment, Respect, Community, Openness, Integrity

Position Title: Program Coordinator

Reports to: General Manager

Direct reports: None, but works very closely with Volunteer Coordinator

Location: This is a remote role and applicants from across Australia are welcome to apply. The team uses G Suite, telephone and other digital platforms to undertake their roles.

Term: 5-8 hours per week (during business hours to suit the needs of our clients)

Salary: This is a volunteer role

Purpose of the role: The Program Coordinator is responsible for ensuring the effective delivery of Yogahood Australia's yoga outreach programs. Under general direction, the Programs Coordinator will supervise, plan, monitor, organise, and direct the operation of Yogahood Australia's yoga outreach programs. Each outreach program entails a 1 x hour yoga class per week for 6-weeks delivered by a Yogahood Australia volunteer yoga teacher. These programs are delivered in conjunction with our partner organisations who specifically serve at-risk and underserved communities.

We are looking to streamline our program processes and procedures so the ideal candidate will have previous experience working in a similar role, experience managing and maintaining data through a CRM, and experience working on and resolving sometimes complex administrative and programmatic tasks.



This is a volunteer role and will suit someone who is a self-starter, has a can-do attitude, and who is passionate about our mission. The candidate will also need to be highly professional, confident, and sees opportunities when others see challenges.

The Program Coordinator will work closely with our Volunteer Coordinator who manages our volunteer yoga teachers.

Core Duties and Responsibilities:

- Planning, monitoring, organising, and directing the operation of Yogahood Australia's yoga outreach programs in-person and online;
- Ensuring the programs are delivered with the highest standards in accordance with agreed program plan and client expectations;
- Stakeholder engagement - manage and build a range of relationships with sector and community relationship groups, organisations and staff through email and phone;
- Collecting and managing program data for reporting, monitoring and evaluation purposes;
- Providing high quality reports and administrative documentation;
- Assisting with the successful transfer of previous program data to a CRM;
- Assist where required with other program specific tasks when they arise.

Key Selection Criteria

Qualifications:

- Recognised tertiary qualifications and/or study in relevant field

Experience and Skills:

- Experience in a similar role or deep interest in the role
- Passion to provide high quality services
- Proficient collaborator skills; adept in identifying opportunities and taking action to build strategic relationships to help achieve organisation and program goals
- Exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse audiences and in a variety of contexts
- Ability to actively listen and respond effectively in a changing environment; having a commitment to facilitating the implementation and acceptances of change in the organisation
- Outstanding organisational skills, including the ability to prioritise tasks effectively and work on multiple programs simultaneously and often with limited supervision

Personal Attributes & Capabilities:

Ethical

- Has integrity and principles
- Upholds acceptable organisational culture and behaviour



- Exercises good judgement

Self-Disciplined

- Highly self-motivated with the capacity to work autonomously and remotely
- Set tasks and areas of responsibility
- Sound time management skills

Collaborative

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust

Organised

- Manages own time to achieve key outcomes
- Manages competing demands

Innovative

- Finds ways to work better and smarter
- Generates options and ideas
- Implement improvements, processes and options

Determined

- Researches options and sets a clear path
- Deals with obstacles and impediments
- Has clear goals

Analytical

- Reviews arguments and opinions before making judgment
- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

Resilient

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development

Professional

- Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
- Accountable for outcomes and delegates to achieve outcomes
- Professionally represents the organisation while upholding and building its reputation

Supportive

- Encourages others to attain goals and achieve
- Listens actively and inspires confidence



Flexible

- Adapts to changing circumstances
- Prioritises work and addresses what is most important

Apply

Please send your CV / LinkedIn profile and a cover letter to Laretta Karreman at gm@yogahood.org.au.