

Program Coordinator

Founded in 1991, SCORE is a leading NGO working in the field of sport and development in Southern Africa, using sport as a tool to achieve individual empowerment and to engage and strengthen communities. SCORE seeks a Program Coordinator to ensure that sport and development program objectives are achieved in line with the organisation's vision and mission at the Mbekweni Community Sports Centre, Mbekweni , Paarl.

Responsibilities :

Reporting to the Centre manager, the position supports and manages the trainers and coaches at the Sports Centre. S/he will be working closely with the Centre manager and program administrator in this portfolio.

Planning, Facilitation and Coordination of programmes and projects;

Training, including training of trainers and volunteers

Supporting trainers with programme content and support delivery of their programmes to the different schools and youth groups

Alignment of SCORE life and leadership skills training programmes at the centre(s)

Contribute to programme design, review, planning and evaluation; and improve existing programmes – including related events and excursions

Consolidation of reports from trainers

Assist in partnership development and develop strategies for community support linked to sustaining programmes and their impact

Support trainers in promotion of 'new' sport

Qualifications Required :

A relevant tertiary qualification and experience in project and programme management will be an advantage.

Sound understanding of development processes and the development sector;

Knowledge of using sport as a development instrument preferred;

Proven training and facilitation skills.

Strong interpersonal skills & excellent communication skills; Administration skills and computer literacy required.