

**Location:** Twentynine Palms, CA (Hybrid/on-site required for trainings)

**Compensation:** \$8000 flat rate

**Reports To:** Program Director

## About the Role

The Program Operations and Training Manager plays a key role in supporting the successful implementation of our youth enrichment initiatives, including the Harvest and Thrive summer program. This position is responsible for designing and executing onboarding, managing time tracking systems, streamlining internal workflows through automation, and ensuring all instructors and team members are properly trained and in compliance with district and internal standards.

This is a contract-to-hire or short-term project role, ideal for someone with a background in education operations, program coordination, or workforce development who thrives in fast-paced, mission-driven environments.

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## Key Responsibilities

### Program Onboarding & Systems Setup

- Develop and maintain onboarding processes for new seasonal instructors and support staff
- Track completion of Live Scan background checks, food handler cards, and required HR paperwork
- Coordinate distribution and collection of contracts, forms, and training documents
- Maintain and update internal onboarding checklist and communication flow

### Workflow Automation & Time Tracking

- Implement or manage digital systems for staff time tracking and attendance (e.g., Clockify, When I Work, or Airtable)
- Set up automated email/text reminders for deadlines, training, and documentation compliance

- Collaborate with program director to streamline workflows and minimize manual admin tasks

## **Staff Training & Support**

- Schedule and facilitate mandatory internal and on-site trainings (2 internal, 2 campus-based)
- Support instructors with tools, tech access, curriculum guides, and campus navigation
- Create and maintain a digital training manual and FAQs for staff reference
- Troubleshoot staff questions related to scheduling, materials, and compliance

## **Compliance & Reporting**

- Maintain accurate records for onboarding, training attendance, certifications, and staff eligibility
- Ensure policies related to student safety, district protocols, and insurance coverage are communicated and upheld
- Assist in preparing post-program audit or compliance summaries if requested by the district

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## **Qualifications**

- 2+ years experience in education programs, HR coordination, or nonprofit operations
- Familiarity with time tracking, onboarding software, and workflow automation tools
- Exceptional communication and organizational skills
- Ability to lead group trainings and coach staff across experience levels
- Must be Live Scan cleared and hold or be willing to obtain a Food Handler Card (San Bernardino County)

- Spanish proficiency a plus but not required
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## **Contract Dates:**

- **Start:** ASAP (ideally May)
- **End:** July 19, 2025
- **Time Commitment:** ~10–15 hours/week, with flexibility and ramp-up prior to launch