

# CLUB COORDINATOR

---

**Work Hours:** Up to 12 hours/week  
**Salary:** \$20.76/hour

**Start Date:** September 2nd, 2025

## Summary

Club Coordinators supports club life at Seattle Central. The Student Organization Hub (SOH) provides registered Student Organizations & Clubs with funding access, leadership development training, and other resources. We are committed to creating spaces for students who want to find a sense of belonging as well as empowering them to lead their communities.

## What you will Learn

### Peer Mentoring

- Lead club orientations to ensure Club Officers are aware of resources, quarterly requirements, and processes.
- Plan and facilitate events aimed at encouraging club collaboration and celebrating achievements.
- Guide Club Officers on event planning, club recruitment, and other relevant leadership skills.

### Customer service

- Assist with requests such as room reservations, printing, and club information updates.
- Review funding requests for legality and assess the viability of the request.
- Connect interested students with Club Resources and events.
- Support Front Desk operations, as needed.

### Community Management

- Utilize various social media platforms and on-campus presence for outreach.
- Collect data (surveys, sign-ins, etc.) to help assess events and club activity.
- Support other Student Life events and programs through attending their events, joining planning committees, and helping with marketing.

### Leadership Development

- Attend trainings centering around various skills including community building, facilitation, and transfer/post-college readiness.
- Participate on student committees, student success initiatives, and special projects, as assigned.

## Requirements

- Must be a currently enrolled student at Seattle Central College for Fall 2025;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2025-26 academic year (excluding Summer Quarter);
- Must be able to commit until the end of the academic year (June 2026).
- Must have and maintain at least a 2.5 quarterly/cumulative GPA;
- An eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender identity, academic pursuits, and all other ways we define our uniqueness;
- Cannot be a President or Vice-president of an active Seattle Central club unless the applicant is willing to pass on leadership responsibilities once hired.



---