CLUB COORDINATOR

Work Hours: Up to 12 hours/week   **Salary:** $20.76/hour   **Start Date:** Late January 2026

Summary

Club Coordinators support 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 centered around various skills, including community building, facilitation, and transfer/post-college readiness.
- Participate in 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.

SEATTLE CENTRAL COLLEGE
Student Leadership

Scan the QR Code or type in
bit.ly/clubcoordinatorsl2526 to apply!