

CLUB COORDINATOR

Work Hours: Up to 12 hours/week

Salary: \$21.30/hour

Start Date: July 1st, 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 Spring 2026
- ★ Must plan to be enrolled in at least 10 credits per quarter throughout the 2026-27 academic year (excluding Summer Quarter)
- ★ Must be able to commit until the end of the academic year (June 2027).
- ★ 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.

