

# Selecting a Program Coordinator for The LeaderShape® Institute

The Program Coordinator (PC) role is critical to the success of your session of The LeaderShape Institute. As a result, it's important that PC responsibilities be given to someone who is currently a full-time staff member in your organization.

The PC works closely with both your Planning Team and with LeaderShape to coordinate your session of the Institute. Working with a Planning Team (*a group of invested individuals from across your organization*) enables the Program Coordinator to gain diverse perspectives while coordinating the details of the session, as well as delegate responsibilities to members of the Team.

## The Role of the Program Coordinator

- Works with campus/organizational resources to plan and develop your session in coordination with the Planning Team
- Recruits and selects participants and Cluster Facilitators (*small group facilitators*)
- Selects and trains the On-Site Coordinator(s) (*behind-the-scenes logistics managers at the session*)
- Manages the logistics and details prior to the start of and directly following your session

## Primary responsibilities for the Program Coordinator include:

- Modeling leadership behavior and acting with integrity
- Establishing the Planning Team and working to ensure a quality week
- Managing the program details: site logistics, funding, marketing, participant communication, etc.
- Supporting the On-Site Coordinator, the Lead Facilitators and the Cluster Facilitators
- Presenting, clarifying, and summarizing logistics and other information
- Maintaining communication with LeaderShape



*A not-for-profit organization  
committed to developing young  
adults to lead with integrity.*

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