

Position Description: Program Coordinator, Dadfit

0.5–0.6 FTE | Flexible | Melbourne-based / Hybrid

About Dadfit

[Dadfit](#) is a Melbourne-based charity supporting dads to enable healthy, safe and gender equal families.

Founded in 2023, Dadfit delivers programs connecting and supporting dads in communities, schools, and workplaces.

Too many dads are struggling with mental and physical health, social isolation, parenting and relationships. Traditional parent groups and support services are mostly attended by women, and fail to engage most dads. When dads struggle, entire families suffer.

Dadfit's mission is to **scale up our proven, high-impact programs** supporting dads and **influence system change to improve family health and gender equality** nationally.

Backed by philanthropy, government, and employers, Dadfit has already supported over 1,000 dads through programs combining group exercise, facilitated discussions, and practical challenges to help dads strengthen their wellbeing, relationships, and connection with their families.

At Dadfit, we hire with a focus on cultural fit and your unique potential to grow with us — not just in this role, but in the next one, and who knows, maybe the one after that.

We're looking for people who are excited to join our mission and come on the journey with us as we aspire to support 10,000+ dads and families by 2030.

The Role: Program Coordinator

The Program Coordinator will work closely with and report to the Head of Programs to ensure Dadfit's community programs run smoothly, professionally, and at a high standard.

This is a hands-on, autonomous role suited to someone who enjoys bringing structure, clarity, and follow-through to purpose-driven work.

The position has potential to be a development pathway into a Program Manager or Area Manager role within 12–24 months for the right candidate.

Program Coordinator key responsibilities:

- Support the delivery of Dadfit programs reaching 1,000+ dads per year, including the five-week Dadfit program, Dads & Kids SportsFest, and other events and initiatives
- Coordinate program logistics across multiple sites (venues, facilitators, schedules, materials)
- Liaise with participants, facilitators, councils, schools, and community partners to ensure programs are well prepared and delivered to a high standard
- Support facilitators' onboarding, training logistics, and engagement
- Maintain program run sheets, checklists, timelines, and operational systems
- Identify and resolve operational issues proactively and calmly
- Contribute to continuous improvement of Dadfit systems and processes to improve participant experience and program quality

Depending on the candidate, there is an additional opportunity (not a requirement) to facilitate Dadfit community programs, SportsFest events, and/or workplace programs. For candidates interested and suited to facilitating, Dadfit will provide additional training and support.

Qualities we're looking for:

- Real, open, honest, caring and compassionate
- Assertive, confident, and able to work autonomously
- Structured and organised, strong attention to detail, and disciplined in follow-through
- Calm, solutions-focused, and reliable under pressure
- A fast learner who is willing to test ideas, learn from data and feedback, and refine their approach
- Intrinsic alignment with Dadfit's values and mission
- Comfortable working flexibly within a 0.5 to 0.6 FTE arrangement

Skills and experience

- Demonstrated success in operations, administration, coordination, or program support roles
- Strong track record delivering or coordinating projects and/or programs in relevant fields (e.g. community, education, health, or NFP settings)
- Confident communicating and building relationships with a range of stakeholders including parents, governments, schools, and community organisations
- Strong working knowledge of Google Workspace / Microsoft Office
- Ability to hold professional boundaries while remaining warm and human
- Tertiary qualification(s) and/or expertise in a relevant field viewed favourably
- Ideally: Experience working in start-up environments and/or fast-moving, small-medium sized organisations

Why Join DadFit

- Purpose-driven, values-led work with real community impact
- Opportunity to help shape and scale an innovative, proven, and high-impact program
- We practice what we preach, encouraging people to have balanced and sustainable careers including flexible working arrangements
- Supportive, human, and ambitious team culture
- Strong professional development and leadership pathways with opportunity to grow with the organisation

The offer:

- Permanent part-time position located in Melbourne, with flexibility from 0.5-0.6 FTE depending on the candidate.
- The role will begin part-time, with potential to evolve into full-time alongside Dadfit's growth.
- Work closely with Dadfit's Head of Programs, CEO, and facilitator team, predominantly remote work with in-person meetings as required.
- Competitive remuneration package of \$80-90K FTE + 12% super, depending on experience and pro-rated for part-time employment.
- Salary packaging up to \$18,550 of your salary tax free (as Dadfit is a registered Health Promotion Charity).
- Dadfit is a family-friendly organisation. We encourage our people to have balanced and sustainable careers and offer flexible work hours that work for your schedule.
- Successful applicants will be required to hold a Working With Children's Check.

Interested applicants please submit your resume and cover letter and we will be in touch to discuss next steps. The deadline for applications is 11pm on March 29th.

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