



*Home
of*



POSITION: PROGRAM COORDINATOR

Report: Program Teacher

Classification: Part-time, hourly

JOB SUMMARY:

The Project Coordinator is responsible for direct student academic support and social support services. Providing an effective conduit of information and direct academic support to help students reach their full potential and achieve in school. The Project Coordinator works with assigned school building staff to foster communication through integrated student services aligned with CFYCD goals and current school operations/requirements.

DUTIES AND RESPONSIBILITIES:

- Support and supervise volunteer tutors and students enrolled in program schools.
- Facilitate programs according to identified school/community needs.
- Support student success initiatives by involving families and using communication strategies to bridge the gap between school and home.
- Represent CFYCD through communication with school district personnel, youth, families, volunteers, and community partners.
- Present cases for additional support to school staff and CFYCD as necessary.
- Actively participate as a member of the CFYCD team, focused on the whole organization.
- Foster relationships with school district personnel, youth, families, and community agencies for enhanced services provision.
- To practice confidentiality and ethical services provision as identified in FERPA/HIPPA policies of the program site and state
- Responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Manage data and reporting of attendance surveys and other materials/archives to the CFYCD Administrative Team.
- Keep a daily running record of student response and progress.
- Complete case notes records monthly.
- Provide evaluations and other reports as requested by the 21st CCLC Staff.
- Submit monthly reports to the Director of Quality Implementation & Staff Support.
- Ensure that all paperwork is current and that students' profile folders are complete.
- Enter, gather, and analyze student and family data for individual and programmatic evaluation in a timely fashion.
- Meet regularly with the CFYCD Director of Staff Development and Training to document and update progress and receive support.
- Other duties as assigned, within your scope of practice.

QUALIFICATIONS & REQUIREMENTS:

Education:

Associate's degree required; bachelor's degree preferred.

Experience:

Two years of experience working with youth and families.

Skills and Abilities:

- Excellent oral and written communication skills
- Excellent organizational skills
- Independent worker
- Strategic and analytical thinker
- Must work effectively with all levels of staff and management
- Knowledge of school district/school-based operations
- Ability to work with diverse educational and social issues to assist students in achieving academically and socially.
- Willingness and ability to tutor students.

PHYSICAL REQUIREMENTS:

- Sitting, standing, bending, lifting, and navigating stairwells required during working hours.
- Must be able to lift 25 pounds without assistance and/or over 25 pounds with assistance.
- Valid driver's license and proof of insurance.

DISCLAIMER

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, CFYCD reserves the right to revise the job description at any time. Employment with CFYCD is at-will, and this job description does not constitute an employment contract. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

EMPLOYEE ACKNOWLEDGEMENT

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date