



SITE COORDINATORS IN PHILLIPS AND KINGFIELD

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Site Coordinator reports directly to the 21st Century Program Coordinator. This position is part-time 20 Hours per week, primarily after school for 36 weeks for the 2018-19 school year, which includes a summer 2018 component with a competitive hourly rate. Candidates may apply for *only* the school-year position. Please specify on your application which you will be applying for.

QUALIFICATIONS

- Associates Degree or equivalent experience
- Successful completion of all background checks

SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Site Coordinator will serve as the Program Coordinator's point person at one of three program sites in Northern Franklin County by:

- Creating a safe, positive environment that supports children's social, emotional, intellectual, and physical development
- Plan, develop, implement and evaluate programs, services and activities for the site in cooperation with the grant supervisor
- Establish programs and activities that prepare youth for success and promote safety of members and quality in programs at all times
- Develop interpersonal relationships with parents, community leaders and organizations
- Provide guidance and discipline to students
- Meet regularly with Program Coordinator to discuss issues, challenges, improvements, activities

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Evaluation approaches, strategies, and techniques
- Working with diverse family systems in a respectful manner
- Principles related to development of elementary school-aged youth

Skills:

- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Strong organizational, communication, leadership, technology, and interpersonal skills
- Experience working with federal and state funded programs (preferred)
- Demonstrated experience working within diverse socioeconomic demographics
- Experience with child development or leisure studies (preferred)
- Develop and maintain public relations

Ability to:

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Provide leadership on a daily basis and at special programs and/or events
- Work with individuals or small groups of students in community-based programs
- Analyze situations and suggest appropriate action
- Work independently with minimal supervision
- Communicate effectively with school administrators
- Work under pressure and prioritize workload
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

Application Procedure:

Applicants should complete an application online at www.fcctf.org. Please attach your letter of interest for the position, resume and provide references from previous supervisors who have first-hand knowledge of your performance.