

SITE COORDINATOR



"Preparing children for today's world-
one interaction at a time."

QUALIFICATIONS

- Associates Degree or equivalent experience
- Successful completion of all background checks
- Must be available Monday-Thursday 2:30-6 pm

SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of F.R.A.N.K.L.I.N. Site Coordinator will serve as the Program Coordinator's point person at one of two program sites in 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 Director 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
- Work under pressure and prioritize workload
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

Application Procedure:

Please send your resume with three references to mcousins@fcctf.org or mail them to FCCTF, 113 Church Street, Farmington, ME 04938 by December 9th.