



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

## **PROGRAM COORDINATOR**

The 21st Century Kids of F.R.A.N.K.L.I.N. Program Coordinator reports directly to the FCCTF Manager of Education Initiatives and is the supervisor of the staff of the 21ST CENTURY KIDS OF F.R.A.N.K.L.I.N. program. This is a full-time year-round position with benefits.

### **SUMMARY OF POSITION/PRIMARY FUNCTIONS:**

The 21ST CENTURY KIDS OF F.R.A.N.K.L.I.N. Program Coordinator position will work within a team of dedicated professionals and become the community point person for the 21st Century Grant in Franklin County by:

- Serving as a liaison between the program, school district and community service providers including outreach, involvement, and advocacy
  - o Building public awareness, mobilizing community support and buy-in
  - o Convening a multi-sector community advisory group and facilitating a sustainability and strategic planning process
- Be a team player
- Organizing partner enrichment programs after school, participating in all required trainings and professional development provided
- Participating in the statewide 21st Century Grant meetings and trainings
- Tracking/report out on and assist in the evaluation of the program for all required data and reports in partnership with the Executive Director of the FCCTF & RSU #9
- Collecting input from parents, youth, and community residents to assure target population representation in decision-making processes
- Maintaining standards that ensure quality of care in the care of children and compliance with state and federal guidelines
- The Coordinator will also be responsible for coordinating training of staff and service delivery, specifically parent engagement/education, school/community connection and academic achievement of students receiving academic tutoring and homework help

### **SKILLS AND ABILITIES:**

#### **Skills:**

- Ability to understand that attention to details is essential, meet consistent deadlines, fundraising planning
- Ability to lead a diverse staff in a respectful consistent manner and inform the hiring process
- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Experience working with federal and state funded programs
- Demonstrated experience working within diverse socioeconomic demographics
- Strong organizational skills
- Proficient with computers and standard office equipment and programs
- History of creative collaborative problem solving

#### **Ability to:**

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand simple budgeting processes to inform decisions on staffing and expenditures
- Analyze situations and suggest appropriate action
- Make decisions and exercise good judgment
- Work independently with minimal supervision
- Work under pressure and prioritize workload
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

### **PERSONNEL MANAGEMENT:**

The F.R.A.N.K.L.I.N. 21 program coordinator is responsible for the oversight and evaluation of programming and leading a team of, site coordinators, homework helpers, tutors, volunteers, as well as interfacing with interns and practicum students. They are also responsible for timely data input and documentation collected by the staff.

- Develops plans for activities and programs that enhance the academics and well-being of children and families in partnership with 21ST CENTURY KIDS OF F.R.A.N.K.L.I.N. team.
- Oversee program implementation through supervision of program staff
- Oversee and plans activities and enrichment opportunities for children year round
- Works with other agencies with related missions to integrate and maximize services and to avoid duplication
- Attends statewide meetings relevant to 21ST CENTURY KIDS OF F.R.A.N.K.L.I.N. as directed by the FCCTF Executive Director
- Provides opportunities for parents and community members to support the educational attainment of children involved in the 21ST CENTURY KIDS OF F.R.A.N.K.L.I.N. program and RSU 9
- Engages interns and practicum students to further the mission of the FCCTF and RSU 9 instructional

**Resumes will be accepted for this position until a suitable candidate is found.**

**Please mail/email resume and cover letter to:**

Milissa Cousins at [mcousins@fcctf.org](mailto:mcousins@fcctf.org)  
113 Church St  
Farmington, ME 04938

**FRANKLIN COUNTY  
CHILDREN'S TASK FORCE**

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**207-778-6960**