

21st CENTURY MSAD 58 KIDS of Northern F.R.A.N.K.L.I.N. SITE COORDINATOR

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitator reports directly to the 21st Century Site Coordinator and works collaboratively with teaching staff and administration. This position is part-time for a total of up to 20 hours per week. Day-time and late afternoon hours available.

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 on-site point person for the Program Coordinator of the 21st Century Kids of Northern F.R.A.N.K.L.I.N. grant in MSAD 58 by:

- Creating a safe, positive environment that supports K-8 children's social, emotional, intellectual, and physical development
- Assisting in implementation and evaluation of the program, services and activities for the site in cooperation with the Program Coordinator
- Working within allotted hours defined by the FCCTF Program Coordinator/Manager of Educational Initiatives
- Teaching and leading programs and activities that prepare youth for success and promote safety of students and staff and assure quality in programming at all times
- Accompanying students on all field trips and monitoring behavior of staff and students
- Building positive and productive interpersonal relationships with parents, students and MSAD 58 teaching staff
- Providing guidance and age appropriate discipline to students; guiding and teaching staff to do the same
- Ensuring daily schedule is complete and ready to be shared with staff by the beginning of your daily shift
- Meeting regularly with the Program Coordinator/Manager of Educational Initiatives and Executive Director of the FCCTF to discuss issues, challenges, improvements and planned activities
- Maintaining and entering required data in the FCCTF's and DOE's databases
- Other duties as assigned by the Executive Director or Management Personnel

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 grades K-8 youth
- Trauma informed systems of care

Skills:

- Excellent verbal and written communication skills including facilitation 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)
- Experience using Zoom
- Demonstrated experience working within diverse socioeconomic demographics
- Experience with child development or leisure studies (preferred)

Ability to:

- Develop and maintain public relations
- 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 both in-person and virtually
- Analyze situations and suggest appropriate action
- Work independently and remotely, if necessary, with minimal supervision
- Work under pressure and prioritize workload
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures
- Ability to work independently and remotely, if necessary

QUALIFICATIONS

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

**Job description, hours, and workdays subject to change if contract or funding requirements change