

21ST CENTURY PROGRAM COORDINATOR

The Program Coordinator is an EXEMPT position that reports to the Executive Director of the FCCTF and supervises the staff of the 21st Century Kids of F.R.A.N.K.L.I.N in Franklin County. Program Coordinators are seated at the FCCTF offices located at 113 Church Street in Farmington and on-site within the RSU #73, MSAD #58 and RSU #9 school districts.

SUMMARY OF POSITION/PRIMARY FUNCTIONS:

The Program Coordinator position will serve as the community point person for the Century Kids of F.R.A.N.K.L.I.N. Program by:

- Bringing together community stakeholders and project partners by
 - Serving as a liaison between the program and school district
 - Building public awareness, mobilizing community support and buy-in
 - Assist in convening a multi-sector community advisory group and assisting the Social Services Director in identifying Advisory Board members from the district schools.
- Oversee the development of curriculum that ties to the goals and objectives set forth in the 21st Century Kids of F.R.A.N.K.L.I.N. grant application.
- Organizing staff trainings, participating in all required trainings and professional development provided by the DOE and school district
- Responsible for the timely tracking/writing/submitting of all required data and reports.
- Manage the calendar of deadlines set forth by the DOE and ensure all reports are done on time.
- Plan all field trip activities and transportation as well as food and staffing while ensuring all site coordinators are prepared for days' activities.
- Program purchasing.
- 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 delivery of program services and compliance with state and federal guidelines.
- The Prevention Manager will also be responsible for partnering with the FCCTF's direct training and service delivery, specifically school-based education.
- Maintain and manage waitlist with the end goal being no children are turned away.
- Lead fundraising for programming in years school years with yearly goals met.
- Bringing together community stakeholders and project partners by
 - Serving as a liaison between the program and community service providers including outreach, involvement, and advocacy
 - Building public awareness, mobilizing community support and buy-in
 - Convening a multi-sector community advisory group and facilitating a community assessment and prevention planning process

- Participating in the quarterly Learning Community
- Collecting input from parents, youth, and community residents to assure target population representation in decision-making processes.
- Maintaining standards and model fidelity ensuring quality of care in the delivery of program services and compliance with state and federal guidelines

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- District organization, operations, policies, and objectives
- Principles and best practices of training
- Evaluation approaches, strategies, and techniques
- Evidence-based teaching techniques and alignment with Maine's DOE standards
- Available community resources to provide resource referrals to families.
- Effective marketing tools and strategies

Skills:

- 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 computer systems including Microsoft Word, Excel, PowerPoint, and standard office equipment.

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.
- Understand simple budgeting processes to inform Executive Director in managing the program budget.
- Prioritize workload and work under pressure.
- 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.
- Daily data input to ensure all activities and data points are entered appropriately.

PROGRAM MANAGEMENT:

- Oversee and/or develop plans for specific programs to enhance the well-being of children's academic success.
- Collaborate with other agency programs to maximize resources for families.
- Oversees program implementation through supervision of program staff.

COLLABORATION:

- Works with other agencies with related missions to integrate and maximize services and to avoid duplication.
- Attends statewide meetings relevant to Franklin County after school activities.
- Provides community service training to parents and community members that further the mission and work of the FCCTF.
- Engages interns and practicum students to further the mission of the FCCTF and the 21st Century Kids of F.R.A.N.K.L.I.N.

ADVOCACY:

- Represents the interests of Franklin County children and families in community and state forums.
- Educates the community regarding the need for quality after school programming.

**Job description subject to change if contract or funding requirements change