

21st Century Kids of F.R.A.N.K.L.I.N. PROGRAM COORDINATOR

The 21st Century Kids of (Southern, Northern or F.R.A.N.K.L.I.N.) F.R.A.N.K.L.I.N. Program Coordinator is an EXEMPT position that reports directly to the Manager of Educational Initiatives of the FCCTF (RSU 73 Program Coordinator reports directly to the Executive Director and supervises the staff of the 21st Century Kids of F.R.A.N.K.L.I.N, leading by example utilizing the FCCTF's Code of Conduct to guide behavior and expectations.

SUMMARY OF POSITION/PRIMARY FUNCTIONS:

The 21st Century Kids of F.R.A.N.K.L.I.N. Coordinator position will serve as the community point person for the RSU 73& FCCTF efforts to providing quality afterschool programming in Franklin County by:

- Bringing together community stakeholders and project partners by
- Serving as a liaison between the program and RSU 73
- Building public awareness, mobilizing community support and buy-in
- Convening a multi-sector community advisory group and assisting the Executive Director in evaluating the quality of the program.
- Overseeing and ensuring the development and delivery of curriculum that meets the goals and objectives set forth in the 21st Century Kids of F.R.A.N.K.L.I.N. grant.
- Organizing staff training, participating in all required training and professional development provided by the DOE and (RSU #9, RSU 73, MSAD 58)
- Being responsible for tracking/writing/submitting of all required data and reports
- Managing the calendar of deadlines set forth by the DOE and ensuring all reports are done and submitted on time.
- Planning all field trip activities and transportation as well as food and staffing while ensuring all site coordinators are prepared for each day's activities.
- Submitting weekly orders, if necessary, for 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 programming services and compliance with state and federal guidelines
- Being responsible for partnering with the FCCTF's Manager of Educational Initiatives or designee to assist in direct training and service delivery including parent education and school-based education.
- Maintaining and managing student waitlist with the goal being no children are turned away.
- Planning for and organizing strategies to support sustainability of programming beyond the (5 or 4) year grant period.

- Lead fundraising for programming in years (specific grant's contract period) with yearly goals met.
- Other duties as assigned by Management

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 (Specific District's) learning standards
- Available community resources in order 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:

- Manage and ensure delivery of on-site and virtual programming or a hybrid of both
- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand and adhere to applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Understand basic budgeting processes to inform the Executive Director in managing the program budget
- 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 in accordance with FCCTF's and District policies and procedures

PROGRAM MANAGEMENT:

- Establish all program policies and procedures for the 21st Century Kids of (Southern, Northern or F.R.A.N.K.L.I.N.) F.R.A.N.K.L.I.N.
- Oversee and/or develop plans for specific programs to enhance the well-being of children's academic success
- Oversee program implementation through supervision of program staff
- Oversee and plan specific annual activities highlighting or promoting the program

COLLABORATION:

- Work with other agencies with related missions to integrate and maximize services and to avoid duplication
- Attend statewide meetings relevant to Franklin County after-school activities
- Provide community service training to parents and community members that further the mission and work of the FCCTF
- Engage interns and practicum students to further the mission of the FCCTF and the 21st Century Kids of (Southern, Northern or F.R.A.N.K.L.I.N.) F.R.A.N.K.L.I.N.

ADVOCACY:

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

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