

## PROGRAM COORDINATOR (ENRICHMENT-OUTREACH)

GENERAL STATEMENT OF DUTIES: Develops, organizes and coordinates a broad range of activity programs for students through a variety of programs, typically grant funded; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Schools or other official, and in accordance with school district and/or grantor guidelines, an incumbent of this position is responsible for providing a wide variety of opportunities, activities and experiences for the student population. The incumbent is responsible for the development and oversight of programs, the dissemination of information on youth activities, and the securing of funding sources. The incumbent acts as a liaison between the school, the community and the home. This position works non-traditional hours - after school, during school vacations, holidays and weekends. The incumbent also functions as a district representative, meeting with other coordinators to share program development ideas and information. Supervision of clerical support personnel may be a responsibility of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates and schedules programs including the interviewing and securing of program staff (volunteer and paid) for after school and summer programs and one day workshops;

Produces a quarterly newsletter which highlights all activities, requirements, costs, etc. for the scheduled programming;

Participates in or oversees the conduct of social events for program participants, i.e., dances, supervised gym, etc.;

Writes grant proposals seeking funding sources, in kind services, community support, etc. for the overall program or specific activities;

Monitors and tracks grant expenses and records program fees and registrations for activities;

Conducts workshops, assists with the open gym, and acts as a chaperone on trips;

Speaks before churches, Rotary, seminars, etc. to involve parents, PTA and community in the program;

Supervises and evaluates paid and unpaid staff and evaluates programs and activities;

Makes oral or written reports to the Superintendent of Schools or other school official and/or the Board of Education;

Prepares reports for the grantor and participates in meetings with grantor and other grant recipients;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of program development and public relations; good knowledge of local community needs and interests; ability to interact, positively, and develop good rapport with student program participants; ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of participants; ability to establish and maintain effective relationships with students, parents, school personnel, and community based groups and organizations; ability to make persuasive oral and written presentations; ability to prepare written grant proposals and reports; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good written and oral communication skills; initiative; resourcefulness; willingness to work diversified, non-traditional hours; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Master's Degree\* and two years experience (pre or post degree) working with children, adolescents, or students within an educational, recreational or social service setting, including or supplemented by one year of supervisory experience.

\*Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.