



Position Description

POSITION TITLE: Coordinator of Out of School Time Programs

BASIC FUNCTION: The Coordinator of Out of School Programs will play a pivotal role in the development, implementation, and management of innovative youth programs at Friendly House. This individual will be responsible for ensuring program quality, meeting objectives, and fostering a safe and enriching environment for program participants. The Coordinator will also collaborate with internal and external stakeholders to enhance program offerings and cultivate community engagement.

REPORTS TO: Director of Youth Programs

TYPE OF EMPLOYMENT: Full Time

Responsibilities:

Program Development and Management:

- Devise, plan, and execute creative and impactful youth programs in alignment with agency policies and community needs.
- Design programs that focus on self-identity, effective communication, leadership styles, peer interactions, career exploration, college readiness, and service learning projects.
- Coordinate college tours in collaboration with partner institutions for our teens.
- Cultivate partnerships with professional community mentors, ensuring each teen is matched with a suitable mentor.
- Organize events to facilitate meaningful interactions between mentors and mentees.

Evaluation and Improvement:

- Continuously assess program effectiveness and quality, making necessary adjustments to enhance outcomes.
- Implement changes to programs to ensure they remain engaging, relevant, and aligned with goals.

Record Keeping and Compliance:

- Maintain meticulous records of Out of School Programs, ensuring compliance with agency requirements, audits, and funders' guidelines.
- Document essential information including registration details, attendance records, payment data, surveys, and food program forms.
- Utilize software tools like Excel, Members Clicks, ETO, or other designated programs to track and manage program outcomes.

Safety and Discipline:

- Establish and enforce a safe and disciplined environment for all program participants.
- Uphold guidelines to ensure the health, well-being, and security of kids within the program.

Community Engagement:

- Act as a liaison between Friendly House and other community organizations in Worcester.
- Collaborate with external partners to identify and secure services and programs that provide valuable support to the out of school programs.

Communication and Reporting:

- Provide timely updates to parents, guardians, and supervisors regarding program activities and participants' progress.
- Respond promptly to emails and phone messages, demonstrating excellent communication skills.

Supervision and Staff Management:

- Recruit, interview, hire, train, and supervise program staff with the Director of Youth Programs.
- Conduct annual performance evaluations and provide ongoing support to staff members.
- Maintain a positive and collaborative work environment that fosters growth and success.

Budget Management

- Manage program budget effectively, ensuring resources are allocated efficiently to support program activities and objectives.

Professional Development:

- Participate in relevant meetings and training sessions to stay informed and enhance program management skills.

Additionally, the role may involve being delegated other responsibilities as needed.

Specifications

- Bachelor's degree in a related field or High School Diploma and 5 years of experience working with school-age children.
- A minimum of three years of supervisory experience, coupled with a track record of creative program planning and development.
- Strong multitasking abilities, maturity, creativity, and excellent social skills.
- Previous management or administrative experience is preferred.
- Excellent written and oral communication skills in both English and Spanish are advantageous.
- Requirement: Access to Personal Vehicle, The nature of this role necessitates reliable transportation to fulfill its duties effectively. As such, the successful candidate must have access to a personal vehicle for commuting to various program-related locations.
- This role requires on-site presence for 40 hours per week. Flexibility in work hours is possible, subject to approval by the Director of Youth Programs or the Executive Director in advance.

Employees Signature

Date