



PROGRAM COORDINATOR (Part-time, School Year)

Job Summary:

The program coordinator will work closely with the director of programs on the implementation of programs. The position will provide oversight and support to K-12 and adult programs and act as a liaison between the WAV director of programs, WAV team members, and external program leadership staff (administrators, teachers, organization/program leaders, and so on).

Reports to:

Director of Programs

Responsibilities:

Duties may include, but are not limited to, the following:

At the direction of or in conjunction with the Director of Programs

Program Quality Assurance

- Ensure all WAV programs meet program quality and compliance expectations.
- Thoroughly understand funders/grant compliance requirements for WAV programs.
- Develop and thoroughly understand program site budgets to ensure purchasing is within limits of the budgetary constraints.
- Manage the coordination of special initiatives and projects.

Lesson Planning, Implementation, and Outcome Measurements

- Review age-appropriate curriculum.
- Develop age-appropriate lesson plans for facilitators.
- Train program staff to implement lesson plans.
- Setup, coordinate, implement data collection and analysis from assessments and feedback surveys.

Independently, but always reporting to the Director of Programs

Program Coordination Quality

- Consult with the director of programs to provide direction and assistance for effective implementation of programs.
- Provide organized program coordination for all program projects.
- Identify and resolve programmatic problems.
- Check program email daily to ensure program communications are reviewed and responded to in a timely manner.
- Work with the director of digital storytelling for the assignment of contracted artists to workshops and classes.
- Assist with preparing for program site visits with special visitors and guests.
- Provide program activities coverage and support for any program workshop or class, as needed.

Program Staff Oversight

- Provide direct oversight, supervision, and support to program facilitators and program assistants to:
 - Facilitate the day-to-day procedures of programs.
 - Work closely with program interns, volunteers, and staff to implement quality programming.
 - Facilitate the implementation of processes to support program activities including

recordkeeping and data collection.

- Maintain coordination of safe program space in accordance with program site requirements.
- Track staff work time and verify submissions of staff time worked.
- Ensure that staff copy the program coordinator and director of programs for any program-related communications.
- Review performance of staff and provide feedback and assistance for improvement, as needed.

Program Participation Oversight

- Support recruitment for new student enrollment.
- Maintain and prepare daily, weekly, and monthly reports on the attendance and progress of students.

Data Tracking and Reporting

- Review registration applications and other enrollment paperwork for completeness and accuracy.
- Complete program-related paperwork, including but not limited to, meals, transportation, supply requisitions, etc.
- Ensure expectations relating to grant objectives reporting processes are met.
- Maintain a program database ensuring the completion of all program forms (registration, enrollment, participation, etc.), reports and associated data collection.
- Visit programs and complete program observations on a regular basis.

Family and Partners Engagement and Involvement Oversight

- Develop and maintain relationships with internal and external program staff.
- Interact with parents and communicate appropriate information as needed.

Conflict and Problem Resolution

- Act as a team lead for programmatic issues and respond accordingly, including the director of programs in relevant communication.

Supplies Inventory Management

- Maintain and keep inventory of supplies for program use.
- Secure and manage the appropriate tools and supplies for each program project and activities within budget limits.

Meetings and Trainings

- Attend required training and meetings as directed.

Other Responsibilities

- Perform related duties as assigned, including but not limited to assisting at recruitment and promotions events.

Ability to:

- Work a part-time schedule: 23-29 hours per week are available. Must be flexible to provide coverage for programming as needed.
- Practice strong leadership and management skills as a detail-oriented self-starter.
- Demonstrate strong organizational skills within work projects; establish priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with program staff, volunteers, school staff and parents/guardians.
- Maintain confidentiality/confidential records.
- Work with culturally, ability, and behaviorally diverse students, in a manner that is both sensitive and respectful.

- Understand, interpret, and follow school policies and protocols regarding student safety, behavioral expectations, and student release procedures.
- Work in a fast paced, high-energy environment.
- Respond to critical incidents and emergency situations with swift and mindful action.

Experience and Education:

- Minimum two years of college or hold an associate degree. Bachelor's degree preferred.
- One or more years' experience working in a leadership or supervisory capacity in an after school, day camp or community youth program and adult setting preferred.
- Demonstrated experience leading and developing teams.
- Five years of responsible work experience with a preference given to experience coordinating/supporting a youth program, recreation program, or other educational programs.
- Familiarity with quality criteria for youth and adult programs.
- Have extensive knowledge of age-appropriate classroom and behavior management skills as well as age-appropriate activity and curriculum planning.
- Experience working with low-income, underserved and marginalized persons preferred.
- Familiarity with youth development principles preferred.
- Possession of a valid Ohio driver's license is required.
- Experience using Microsoft 365 (i.e. Outlook, Word, Excel, etc.)
- Possession of a valid First Aid/CPR Certificate is preferred.
- Cleared Criminal History and Fingerprint Check

Compensation and Benefits

- \$28.00 per hour, 23-29 hours per week with 30, 60, and 90 day work review before consideration for employment status adjustment.
- Paid holidays
- Paid training
- Annual health stipend, eligible after 90 day probation period