

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: 21st Century Community Learning Center Project Coordinator
Schedule Terms: 10 Months
Salary Classification: Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Homeliving Supervisor and responsible for strengthening and overseeing day-to-day operations of the 21st Century Community Learning Center program within WRHI. The position provides leadership in creating an inviting and safe environment for extra-curricular and academic opportunities for students..

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in Education, or a related field;
- At least three (3) years of experience in education and positive youth development providing school based, after-school and out of school time activities Grant management experience preferred but not required;
- Minimum of two (2) years' project coordinator experience;
- Understanding of school and residential setting;
- Must be highly motivated with excellent verbal and written communications skills;
- Able to communicate well with staff and parents;
- Computer literate and knowledge of related counseling software;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Maintain good and timely attendance;
- Must be knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- Build and maintain program performance standards as required by WRHI Student Handbook and WUSD#1;
- Supervise all student tutors to ensure program goals and objectives are met;
- Ensure that all staff and programmatic activities comply with WRHI policies, and procedures;
- Develop and strengthen an after-school program of extra-curricular and academic activities for students in grades 7th-12th;
- Develop and maintain a schedule for project based learning, academic, recreational, career development, service learning and extra-curricular activities;
- Facilitate regular after school meetings and trainings with staff;
- Provide ongoing staff development for program staff to increase their skills to achieve program outcomes;
- Build and maintain relationships with program partners and sites, meeting regularly with school administrators and partners;
- Accountable for creating, monitoring, implementing and evaluating programs;
- Maintain excellent program file and data management;
- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
- Work with evaluation team to conduct program evaluation and performance measurement;
- Develop student and family outreach, recruitment, and retention plans;

- Recruit and enroll program participants;
- Establish and maintain partnerships with community-based organizations;
- Coordinate student transportation services;
- Oversee expenditure tracking;
- Develop and maintain positive student and parent relations;
- Provide program orientation, encourage involvement, and maintain monthly contact with families and school;
- Oversee all external communication for programs, including development and updates of school website page for programs;
- Oversee program management, including attendance, snacks, discipline, and safety; Safety is key to the program effectiveness;
- Submit all required documentation on a timely basis, including deposits and financial updates;
- Oversee the emergency management procedures during all after school hours;
- Develop and submit regular reports to Homeliving Supervisor regarding status of activities at site;
- Must be a strategic thinker that is highly resourceful and demonstrating strong leadership and staff coordination skills;
- Experience working with at-risk youth a plus;
- Must possess a proficiency working with Microsoft office and the ability to successfully navigate through the internet and other applicable software;
- Successful candidate must have excellent written and verbal communication skills suitable for diverse audiences;
- Experience must include developing and delivering presentations;
- Ability to work with and engage individuals of diverse backgrounds;
- Knowledge of the federal travel regulations for purposes of calculating accurate travel expenses;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit a physical examination from a licensed physician for each contract year. Be able to work in sitting position for long periods of time (up to 8 hours).

EVALUATION PROCEDURES: In accordance with provisions specified in personnel policy and procedure.

SUPERVISOR RECEIVED. Homeliving Supervisor.

SUPERVISION GIVEN: Students.

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
21ST CCLC Project Coordinator

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____