

**Hoosier Uplands Economic Development Corporation**  
***Job Description***

**Position:**        **Program Coordinator**  
                         **21<sup>st</sup> Century Community Learning Centers After School Program**

**Status:**            **Part-Time Non-Exempt**

**Supervisor:**    **Program Management Supervisor**  
                         **Strategic Development and Consulting Services**

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**Knowledge, Skills, and Abilities:**

- Excellent Written and Oral Communication Skills*
- Demonstrated Ability to Communicate with all Populations and Work Independently*
- Ability to Provide Effective Supervision, Direction, and Guidance for Program Staff*
- Demonstrated Organizational, Networking, and Planning Skills*
- Valid Indiana Drivers License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation*
- Minimum of a Completed Bachelor's Degree in Education and Indiana Teaching License Required*

**Essential Duties and Responsibilities:**

Provide daily operation management for the 21<sup>st</sup> Century Community Learning Centers Program. Primary responsibilities include: implementing the program as described in the approved funding application; supervising program staff; providing required instruction to program participants; providing required evaluation and reporting related information as requested; coordinating parent forums; assisting with coordinating program advisory council meetings; working closely with the principals, faculty, and staff of the school in order for participants to benefit from the program; and keeping the Program Management Supervisor updated on a continuous basis as new developments arise.

Work closely with program staff to ensure proper participant supervision, site preparation and clean-up, on-site record keeping, enforcement of program policies and procedures, serving of snacks as required, assistance with homework and other interaction with program participants, and immediately report any problems or concerns to the Program Management Supervisor.

Provide supervision, guidance, and direction to program staff while monitoring the quality of the work they perform. Work closely in guiding staff in order for the program to benefit the participants, while managing the daily operations of the program effectively and efficiently.

Provide recommendations to the Program Management Supervisor as necessary relating to any improvements needed in the delivery of the program.

Perform additional responsibilities as assigned.

*Effective December 2008*