



**Job Title: PROGRAM COORDINATOR (Ready by Five)**

**Employment Status:** Full-Time, Exempt

**Salary Classification:** Supervisor

**Summary of Job:**

The Program Coordinator is responsible for the implementation and management of the *Play to Learn* component of the Ready by Five initiative and the overall coordination of all activities and resources necessary to implement and manage the Play to Learn strategies. The primary responsibilities for this position include providing clinical supervision for all direct instruction of staff and administrative oversight of the Play to Learn program.

**Direct Supervisor:** The Director of Programs

**Direct Staff Supervised:** Play Facilitators

**Other Key Relationships:**

The Program Coordinator will also interact with and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but are not limited to:**

- Participate in development and implementation of seamless early childhood delivery systems in the Grand Rapids area
- Coordinate with Early Learning Neighborhood Collaborative (ELNC) staff and other early childhood program peers;
- Develop and implement strategies to recruit and retain program participants to include monitoring and facilitating referrals to outside agencies;
- Plan and implement staff training and technical assistance.
- Procure all necessary materials to implement program components
- Oversee delivery of instruction to children 0-5 in various settings
- Coordinates and manages play facilitators to ensure consistency in pay groups through periodic site visits and monthly meetings to discuss progress, challenges, protocols and policies;
- Create and support curriculum that ensures fidelity to curriculum model
- Conduct and develop partnerships with appropriate partners in the community to offer training opportunities for parents, community members and service providers.
- Collect, compile and track monitor data entered in Childplus in accordance to the evaluation plan, protocols, and data security procedures

- Analyze data and produce reports for external/internal purposes such as program and staff management and to enhance family outcomes or quality improvement plan.
- Provide grant reporting and oversight
- Assist and/or participate in all Play to Learn major projects and activities
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

**Site specific duties:**

- None.

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle for mediocrity.

**Knowledge, Skills, And Abilities**

- Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with and have working knowledge of local community resources related to disability services.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage workload and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Regular sitting, working at a computer keyboard and desk, standing to file misc. documents in filing cabinet. Occasional bending, stooping and lifting up to 25 lbs.

**Minimum Required Education and Experience:**

- Bachelor’s degree with an emphasis in Parenting Education, Child Development, Maternal-Child Health, Early Childhood Education, Social work, or a related field. Master’s Degree preferred. Bilingual English-Spanish preferred.
- Two years working with young children and parents.
- Two years in program management and/or supervision in community setting.

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_