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## Metropolitan Family Service Position Description

<b>Position Title:</b>	Program Coordinator – Elementary School SUN and CAFE	
<b>Position Location:</b>	East Multnomah County and North Clackamas	
<b>Reports To:</b>	Program Manager	
<b>Dept/Program:</b>	School Communities	<b>FTE:</b> 1.0 (40 hours/week)
<b>Classification:</b>	4	<b>Status:</b> Exempt
<b>Created:</b>	July 2010	<b>Job Number:</b> PCE0709

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### General Description:

Metropolitan Family Service position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that both the agency mission and individual success will be achieved.

### General Function:

Under the general supervision of the Program Manager, the Program Coordinator is responsible for day to day operations of the SUN or CAFE program at an Elementary School in East Multnomah County or North Clackamas.

### Essential Duties and Responsibilities:

- In collaboration with school principal, staff and advisory committee, and grant partners, the Program Coordinator will develop before and/or after school programs addressing academic enrichment, recreation and social service needs
- Oversee all aspects of after school activities – aligning services provided by the school/district and those offered by program into one comprehensive model
- Perform administrative tasks, including organizing and facilitating meetings, developing and coordinating the Advisory Council, drafting an annual work plan and budget, compiling and disseminating program and MFS information, data collection and writing and submitting required progress reports.

- Develop and maintain strong and positive relationships with school staff and administrators
- Demonstrate positive role model behavior to students
- Market the program to students and families and recruit student participants
- Survey and assess community needs and strengths for meeting needs
- Recruit and coordinate appropriate local community providers to offer their services on site and maintain those relationships throughout the program
- Develop, coordinate and facilitate implementation of family and parent involvement opportunities
- Responsible for staff leadership and development of team of temporary staff, including coordinating recruitment, hiring, training and supervision of Activity Leaders and volunteers
- Provide information and assist with linkage to broader community and social service resources (*including those in the SUN Service System*)
- Meet regularly with Advisory Team, school staff and appropriate community providers
- Possess excellent classroom and behavior management skills
- Ability to work and communicate effectively with a broad range of individuals and groups
- Ability to take initiative, prioritize, plan and organize
- Ability to effectively manage and maintain confidential and sensitive information
- Attend supervision meetings with MFS Program Manager
- Actively participate in all agency and program meetings, trainings and retreats
- Work directly with Human Resources Director regarding hiring, employee performance and employee relations issues
- Organize and maintain personnel records and documentation as required
- Provide data and written reports as required
- Effectively and consistently market the organization, communicating about MFS and its programs in a way that is both compelling and on message. Follow marketing guidelines in place when communicating with staff, volunteers, clients, partners, and potential supporters
- Comply with Metropolitan Family Service policies and procedures as outlined in the Employee and Supervisory Handbooks

### **Knowledge, Skills and Abilities Required:**

- Minimum of two years of experience in program development
- Experience in managing budgets
- Experience in supervision of staff and volunteers
- General understanding of employment laws, rules and regulations
- Experience in developing and supervision of academic enrichment and/or recreational programs
- Experience working in a public school setting
- Experience working in collaboration with a variety of agencies and programs
- Ability to work independently and to collaborate with other MFS Program Coordinators
- Ability to communicate effectively with a broad range of individuals and groups
- Work effectively within a team-dependent environment
- Values working in a multi-cultural, diverse environment

- Knowledge and competency to operate a personal computer
- Competency in using Word, Excel and database programs
- Possesses strong verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Possesses excellent time management and organizational skills

### **Education and Experience Requirements:**

- Minimum of a BA or BS in public service, recreation or human services related field; MSW or MA preferred
- Experience working in school based academic enrichment, recreation or social services programming is preferred
- Fluency and ability to communicate effectively in languages in addition to English is preferred

### **Other Requirements:**

Personal transportation allowing for travel within the Portland Metropolitan area in a timely manner. If driving a personal vehicle must maintain a valid driver license for the state of residency, personal auto liability insurance coverage and a driving record permitting coverage under the agency auto liability policy.

Must pass a criminal background history check.

### **Work Environment:**

Work is normally performed in an office environment and/or at other locations as deemed necessary. May require occasional early morning, weekend or evening work. Position requires ability to sit for extended periods as well as stand occasionally. Position requires use of computer, telephone, fax machine, copier and may require accessing locations by use of stairs.

**Application Instructions:** Please submit cover letter, resume and salary expectations to the attention of Human Resources at [humanresources@metfamily.org](mailto:humanresources@metfamily.org) or MFS, 2200 NE 24<sup>th</sup> Ave, Portland, Oregon 97212, fax: 503-249-1480. Please indicate position title and reference Job#PCE0709 in subject line or in cover letter. Application information sent without the job number identified will not be considered.

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Candidates from diverse cultures are encouraged to apply. Bi-lingual candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.