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Metropolitan Family Service Position Description

Position Title:	Program Coordinator - Gresham CAFE	Status: Exempt
Reports To:	Program Manager	FTE: 1.0 (40 hours/week)
Dept/Program:	School Communities Program – Gresham CAFE	
Classification:	4	
Created:	July 2010	Job Number: PCG0710

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 community school program within the Gresham CAFE program.

Essential Duties and Responsibilities:

- Implement all aspects of 21st Century Community Learning Center grant at four Gresham Barlow Elementary Schools.
- In collaboration with school principals, staff and district representatives, the Program Coordinator will develop after school programs addressing academic enrichment and literacy development, including summer programs.
- Develop and maintain strong and positive relationships with school and district level staff

- Perform administrative tasks, including organizing and facilitating meetings, compiling and disseminating program and MFS information, data collection, and writing and submitting required reports
- Work collaboratively with other MFS Coordinators, including staff from Older Adult programs
- Coordinate and implement training and orientation for Program Associates and Instructors, including working with District staff to train on Positive Behavior Systems and chosen after school curriculum
- Develop staff leadership and a sense of team among Program Associates and Instructors
- Manage the program budget and coordinate purchasing of supplies and materials
- Survey and assess community needs and strengths for meeting needs at school
- Develop, coordinate and facilitate implementation of family involvement opportunities including family literacy events
- Coordinate and facilitate recruitment and hiring of Activity Leaders/Instructors; support Program Associates in supervision of these positions
- Coordinate and facilitate recruitment, hiring and supervision of Program Associates
- Develop and maintain strong relationships with community partners
- Meet regularly with Advisory Team, school staff and appropriate community providers
- Effectively manage and maintain confidential and sensitive information
- Attend supervision meetings with 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 recruiting, screening and hiring staff
- 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 literacy based 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 Program Coordinators
- Ability to communicate effectively with a broad range of individuals and groups
- Work effectively within a team-dependent environment
- Ability to take initiative, prioritize, plan and organize

- 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
- 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 or MFS, 2200 NE 24th Ave, Portland, Oregon 97212, fax: 503-249-1480. Please indicate position title and reference Job#PCG0710 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.