

Operation Shoestring - Project Rise Program Coordinator

Job Description

Directly Reports to:

Programs Director

Indirectly Reports to:

Executive Director

Status:

Full-time, Exempt

Location: Operation Shoestring, 1711 Bailey Avenue, Jackson, MS 39203

Annual Salary Range:

\$67,000-\$72,000

JOB SUMMARY:

Reporting to and working closely with the Programs Director, the Project Rise Program Coordinator is responsible for ensuring the success of Operation Shoestring's (OS) programming which benefits students, primarily the daily afterschool program and summer camp. This includes collaboration with the Executive Director, other directors, coordinators, part-time staff, volunteers, and other interested parties to ensure the Operation Shoestring vision, mission, goals and objectives are advanced and represented to all stakeholders.

The ideal candidate is a high performing and motivated individual who has a passion for teaching and learning, helping children and families, is comfortable interacting with the broader community and providing public presentations, and is highly organized and outcomes focused with the ability to present information in a clear and concise manner, both written and verbal.

ESSENTIAL JOB DUTIES:

- Lead and supervise assistant coordinators for Project Rise afterschool and summer camp programs, including conducting regular check-ins to ensure day-to-day operations run smoothly
- Lead curriculum development and implementation efforts
- Maintain oversight for all sites where afterschool and summer camp activities are operating, including conducting regular site visits
- Be thoroughly familiar with and adhere to OS' vision, mission, goals and objectives

- Lead the hiring, scheduling, and supervising of part-time staff for afterschool and summer camp
- Approve expenditures in accordance with approved budget
- Ensure meals/snacks provided meet USDA nutritional guidelines
- Monitor program effectiveness and evaluate program staff to ensure program impact
- Complete all program information and evaluation tools by deadlines
- Analyze grades, intervention achievement data from program, achievement assessment data, parent/family surveys/feedback, student participation/attendance, discipline incident data (suspensions, detentions, etc.) to improve program and make progress towards program goals
- Determine and arrange staff development in accordance with evaluation results
- Develop and maintain positive relationships with partner schools and other stakeholders (including parents, community-based organizations, public agencies and local universities)
- Manage resources well and assist direct supervisor and other directors in supporting a sustainability plan
- Develop operational policies and practices, grounded in educational best practices, for the afterschool program in cooperation with staff, students and parents
- Recruit and enroll eligible students to participate in the afterschool program and summer camp
- Monitor daily attendance and develop systems to ensure attendance goals are met
- Coordinate and integrate staff and partners' efforts to achieve intended academic and social outcomes
- Collaborate with community agencies to provide appropriate extra-curricular activities
- Identify and train volunteers, parent liaisons, and community partners to implement academic, recreation, and enrichment activities aligned with program goals and objectives
- Provide assistance in preparing enrichment activities and tutoring lessons

QUALIFICATIONS:

- MA or BA in a child-related field, i.e.: Early Childhood, Middle or Secondary Education, Physical Education and Recreation, Child/Youth Development, Child Guidance/Counseling, Child Psychology, Family Studies, Social Work, or Human Services
- Educational leadership experience preferred
- Knowledge of community resources, family resources, social service providers and trends in the field
- Excellent meeting and presentation facilitation skills
- Excellent communication skills for a variety of audiences, both written and verbal
- Ability to effectively manage multiple priorities while maintaining attention to detail
- High level of professionalism and discretion
- Ability to work well independently, as well as collaboratively as a team member
- Proficient with Google Workplace
- Ability to attend functions/activities outside normal business hours
- Maintain valid Mississippi driver's license and state-mandated auto insurance
- Ability to travel for occasional local, state, and out-of-state meetings or conferences

Note: This job description is not designed to cover or contain a comprehensive listing of activities, functions, or responsibilities that are required of the employee. The employer reserves the right to assign or reassign functions and responsibilities for this position at any time. This job description shall be reviewed on an annual basis.

Qualified candidates invited for an interview will be required to submit a sample of written work and provide at least two professional references.