

Job Description

Family Engagement Coordinator

Position: Family Engagement Coordinator

Status: Exempt. Full-time

Salary: Based on experience

Reports to: Program Director

MISSION:

Rainbow Village is a faith-based nonprofit that transforms the lives of homeless families with children by providing a stable community and services that instill initiative, self-development and accountability for future generations.

JOB RESPONSIBILITIES:

The Family Engagement Coordinator is responsible for oversight of the day-to-day operations for the Afterschool Program, including planning, coordination, and supervision of the programs to ensure that families receive quality services which provide for growth in academics, social emotional development, and health and wellness. In addition, he/she will be responsible for planning and implementing family engagement activities.

Responsibilities:

- Plan, schedule, and implement structured, high-quality programming that aligns with school day learning and promotes healthy living, social responsibility, and youth development
- Responsible for obtaining and maintaining Child and Youth Development Accreditation; ensure services adhere to Georgia Afterschool Youth & Development standards
- Develop operational policies and practices for the after-school program in cooperation with staff, volunteers, youth and parents
- Develop program calendar/schedule and ensure activities are delivered as intended
- Responsible for hiring, training, orientation, supervision, and professional development of Afterschool Program staff
- Ensure the use of positive behavior guidance among program staff members
- Prepare and monitor staff schedule at all times, modifying it as necessary to maintain appropriate staff-to-child ratios
- Responsible for the orderly arrangement, appearance, and safety of the learning environment, including educational equipment and materials.
- Must be able to keep all required administrative records and files according to program requirements and applicable regulations

- Facilitate program evaluation and progress reports; responsible for maintaining accurate documentation and for providing accurate and timely program statistics for the program
- In collaboration with the Volunteer Coordinator, supervise and empower volunteers, through support, training, and understanding of their talents and individual needs to provide dynamic program engagement
- Develop and maintain partnerships with community providers to enhance and support programming
- Act as an advocate on behalf of youth served; develop strong relationships with school and community stakeholders to communicate the goals of the program and ongoing concerns about student needs
- Maintain open, effective communication with parents/families; institute a system for communicating with parents on individual student needs and assessments
- Responsible for social media for Rainbow Village programming, including designing and distributing program newsletter and Facebook page
- Plan, implement, and attend appealing and meaningful programs and events for Rainbow Village parents and/or families on a regular basis
- Maintaining cost control according to budgeted guidelines while providing quality services.
- Performance of other duties as requested by Program Director

REQUIRED SKILLS/EXPERIENCE:

- Minimum of 2 years of experience supervising youth programs or 3-5 years working in leadership positions at youth programs;
- Bachelor's degree in Education, Youth Development, Social Work or related field; Master's degree preferred
- Familiarity with youth development and experience working with partnerships preferred
- Strong organizational skills, as well as excellent written and oral communication skills;
- Demonstrated ability to relate to young people and staff as a positive adult role model.
- Ability to maintain confidentiality and use appropriate discretion.
- Experience in planning, leading, and managing teams, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers.
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively