

Job Description



TITLE: Program Coordinator (Part-Time – Temporary)

REPORTS TO: Program Director

FLSA STATUS: Non-Exempt / Part-Time - Temporary

DATE LAST UPDATED: January 31, 2010

PURPOSE OF POSITION: To have available a person to support enrichment programming and afterschool operation.

3145 S. Grand Blvd.
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www.urbanfuturestl.org

JOB FUNCTIONS: The following functions have been determined by UrbanFUTURE to be essential to the successful performance of this position.

1. Manage the enrichment component of afterschool program for middle school students (10-15 years of age). This includes and is not limited to:
 - Schedule and coordinate multiple quality and compelling class options for each day of programming.
 - Manage independent providers, volunteer teachers, etc.,
 - Coordinate Program Assistant daily responsibilities,
 - Supervise and provide recreational and enrichment activities,
 - Coordinate arrangements for absent enrichment providers,
 - Ensure students are scheduled for and attend enrichment programs appropriately.
2. Plan and implement enrichment activities and events in collaboration with team members
 - Plan and execute group mentoring sessions involving character formation, literacy and goal setting components,
 - Plan and execute Friday Explore! activities and field trips,
 - Plan and execute special events as needed
3. Support function of the afterschool program and UF core programs (IMPACT™, INSPIRE™, Explore!™). This includes and is not limited to:
 - Coordinate logistics for UF afterschool,
 - Assist with general functions including but not limited to: attendance, snacks, bus transportation, student discipline, etc.
 - Assist in collecting homework assignments from teachers,
 - Support group tutoring as facilitator,
 - Greet and tend to providers, students, volunteers, and parents needs.

MINIMUM REQUIREMENTS: The following are the qualifications and minimum requirements necessary for a person to perform this job.

- Capable of working minimum Monday through Friday 12PM-6PM when program is in session. Additional planning time may be necessary.
- Available immediately through May 30, 2010.
- High School diploma or equivalent.
- Experience with urban middle school youth.
- Successful completion of a Criminal Background check, DFS check, Medical Physical, TB test and DMV check.
- Proficiency with computer skills in Word, Excel, online databases and the Internet.
- Reliable transportation.
- Attend all required UrbanFUTURE, Fanning and St. Louis Public School meetings.
- Some lifting of heavy objects, up to 50 lbs., from floor level to table level, may be required.
- Capable of bending, lifting, stooping and twisting to be active with children.

EQUIPMENT USED: General office equipment including phone, fax, computer, printer, copier, etc.

PLACE WHERE WORK IS PERFORMED: Within the office of UrbanFUTURE, 3145 S. Grand, St. Louis, MO, the surrounding community, and Fanning Middle School.