

FAMILY SERVICES POSITION DESCRIPTION

Position Title: Out-of-School-Time Community School Coordinator

Employee:

Reports To: Community School Director, Pfeiffer-Burleigh Elementary School

Summary:

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include the flexibility to work independently and in a team environment, as well as willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity. This means maintaining confidentiality and following workplace policies and procedures, supervisory directives, and even changing work assignments if deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a range of other stakeholders. Effective written communication skills also result in meeting the documentation requirements of various funding sources. Additionally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, the ability to assess and respond to verbal and nonverbal cues, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics.

Community Schools is a student success initiative of United Way of Erie County. The Out-of-School-Time (OST) Community School Coordinator assists in the planning, implementing, evaluating and delivering a broad range of programs, events and supports at Pfeiffer-Burleigh Elementary School, which is a Community School. Will be responsible for assuring the safety, supervision and security of all participating students and out-of-school-time program providers. Will be accountable to the Community School Director, and will be the primary contact for community school activities during out-of-school time. The Community School Director, Pfeiffer-Burleigh Elementary School and/or the Vice President of Programs at Family Services of NW PA will be available for consultation. Ability to work a varied schedule, hours include daytime, late afternoon/evenings, and any additional out-of-school-time including evenings, weekends, and summer programming schedules. Worker is required to have valid

driver's license, and access to reliable transportation is essential. This is a full-time grant-funded salary position.

Examples of Tasks Performed and Work Assigned:

1. Monitors all program partners providing out-of-school time services at the community school.
2. Ensures all program partners are in compliance with Erie's Public Schools and Pfeiffer-Burleigh Elementary School policies and procedures, including community school program partner agreements.
3. Monitors and engages youth participating in out-of-school-time program and activities and is responsible to ensure that all students are offered sufficient supervision until picked up from school-based programs (as well as facilitating necessary phone calls to parent/guardian and/or emergency contacts to arrange student pick-up).
4. Plans and executes out-of-school-time engagement events aligned with the Community School action plan indicator of priority needs.
5. Successfully coordinates and communicates with all stakeholders.
6. Contributes to creating an environment that promotes the physical, academic, social and emotional well-being of youth.
7. Encourages and promotes active participation.
8. Ensures the health and safety of members, facilitators, and program partners.
9. Ensures emergency procedures are implemented and followed.
10. Maintains safe and usable equipment and reports issues as needed to the Community School Director and/or building engineer or on-site custodian.
11. Contributes to planning, developing, implementing and evaluating programs, services, and activities as it relates to Community School members and program partners.
12. Reports all data collected to the Community School Director.
13. Builds relationships and facilitate communication with students, parents and program partners.
14. Directly supports parents/family to increase school participation and educational engagement, including, but not limited to the communication and contact with students, parents and family to address truancy and chronic absenteeism needs.

- 15. Provides support to families to remove barriers of seeking supports, both in and out of school, including home visits as deemed necessary within Community School initiative.
- 16. Interacts with primary, external and internal customers of the agency in such a manner that the customer experiences increasing quality; participates as a member of a Quality Team.
- 17. Performs other duties as assigned.

Required Education/Experience:

High School Diploma or GED required, Bachelor's degree in social services, psychology, education and/or related field, preferred. Experience working with youth/families and knowledge of youth development, preferred.

Employee Signature

Supervisor Signature

Date

Date

Revised: December 2018