

# 21st CENTURY SITE COORDINATOR



*"Preparing children for today's world-  
one interaction at a time."*

## QUALIFICATIONS

- Associates Degree or equivalent experience
- Successful completion of all background checks
- Must be available Monday-Thursday 2:30-6 pm

The 21st Century Kids of F.R.A.N.K.L.I.N. Site Coordinator reports directly to the 21st Century Program Coordinator. This position is part-time with a competitive hourly rate. Candidates must be eligible to work between the hours of 2-6 pm Monday through Thursday during the school year and be available for Monday through Friday summer programming as well. Weeks will vary by school year and program activities and will be clearly articulated by Program Coordinator prior to the beginning of school year programming and the summer.

## SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of F.R.A.N.K.L.I.N. Site Coordinator will serve as the onsite point person for the Program Coordinator of the 21st Century Kids of F.R.A.N.K.L.I.N. grant in Franklin County by:

- Creating a safe, positive environment that supports children's social, emotional, intellectual, and physical development
- Implement and evaluate programs, services and activities for the site in cooperation with the grant supervisor
- Work within allotted hours given by the FCCTF Manager of Educational Initiatives
- Teach and lead programs and activities that prepare youth for success and promote safety of members and quality in programs at all times
- Accompany students on all field trips and monitor bus behavior of staff and students
- Teach and lead interpersonal relationships with parents, students and day teaching staff
- Provide guidance and age appropriate discipline to students and guide and teach staff to do the same
- Ensure daily schedule is complete and ready to be shared with staff by the beginning of your daily shift
- Meet regularly with Program Coordinator, Manager of Educational Initiatives and Executive Director of the FCCTF to discuss issues, challenges, improvements and planned activities
- Maintain and enter required data in internal and DOE databases
- Other duties as assigned by the Executive Director or Management Personnel

## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge of:

- Evaluation approaches, strategies, and techniques
- Working with diverse family systems in a respectful manner
- Principles related to development of elementary school-aged youth
- Trauma informed systems of care

### Skills:

- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Strong organizational, communication, leadership, technology, and interpersonal skills
- Experience working with federal and state funded programs (preferred)
- Demonstrated experience working within diverse socioeconomic demographics
- Experience with child development or leisure studies (preferred)
- Develop and maintain public relations

### Ability to:

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Provide leadership on a daily basis and at special programs and/or events
- Work with individuals or small groups of students in community-based programs
- Analyze situations and suggest appropriate action
- Work independently with minimal supervision
- Work under pressure and prioritize workload
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

**Resumes will be accepted for this position until a suitable candidate is found.**

**Please mail/email resume and cover letter to:**

Milissa Cousins at [mcousins@fcctf.org](mailto:mcousins@fcctf.org)

113 Church St

Farmington, ME 04938

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