JOB DESCRIPTION
UNITED WAY OF CENTRAL MINNESOTA

JOB TITLE: 21st Century Community Learning Center (U21CCLC) Program Coordinator
Exemption Status: Exempt

GENERAL FUNCTION

The Program Coordinator will work with each school and site to support program delivery, coordinate and support data collection and continuous program improvement, and support programming at an implementation level.

The Program Coordinator will design, implement and coordinate authentic participation of young people across partnering organizations. Learn from other 21st CCLC subgrantees, Ignite Afterschool, You for Youth (y4y.ed.gov), StriveTogether and other resources about various youth leadership models.

KEY AREAS OF RESPONSIBILITY:

Programming:
- Support environments that are inclusive, age-appropriate, and foster support for all program participants.
- Coordinate, track, implement activity kit programming, including direct work with young people during afterschool and evening programming hours.
- Implement and/or coordinate programming and professional development which supports the network’s engagement of young people in authentic participation as co-decision makers and co-leaders.
- Work directly with other partners in this work, including the U21CCLC staff.

Leadership:
- Create and maintain a strong presence at U21CCLC sites, including sponsored events as appropriate.
- Create a positive proactive relationship with U21CCLC site staff.
- Support continuous improvement data collection, including observations, surveys, and focus groups.
- Support collaborative partnerships with youth, staff, parents, families, schools, and community organizations to promote the programs/activities.
- Participate in community events and meetings that correlate with U21CCLC sites.
- Obtain professional development and training in high quality program delivery.

Administration:
- Provide supports to ensure program attendance and participation data is collected regularly and with accurate formatting to support continuous program improvement and reporting.
Co-coordinate data creation and collection processes with partnering organizations for the purposes of continuous program improvement, including program quality, participant experience, youth outcomes, and literacy data.

Support coordination of consent forms at the partner level, as applicable.

Demonstrate research competence by using primary data centered on youth voice using multiple data collection methods in alignment with Minnesota Student Survey, Search Institute Developmental Assets Profile, and U21CCLC evaluation goals.

Provide supports to programs in completing state and federal reports regarding staffing, activities and scheduling, etc.

**Effective Communicator:**

- Support and implement the U21CCLC grant at assigned sites.
- Participate in regular program meetings, staff meetings, and trainings.
- Maintain professional daily contact with site members, members, volunteers, and school administration to communicate grant information.

**General:**

- Maintains workflow and organization, prioritizing tasks to best meet the overall needs of the organization and grant.
- Comply with all policies and procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.
- Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.

**Other Duties:**

- Work special events as required by the organization, occasionally outside of normal working hours.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**JOB RELATIONSHIPS WITH:**

Director of Out-of-School Partnerships, Staff of United Way of Central MN, 21CCLC grant partners, Education and community partners, and general public.

**MINIMUM QUALIFICATIONS:**

- 2- or 4-year college degree, or equivalent experience.
- Computer skills, including proficiency in Microsoft Office Suite and Google applications.
- Strong communication skills, both verbal and written.
● Ability to communicate and foster relationships with youth, staff, families/parents and community members
● Must pass background check.

PREFERRED QUALIFICATIONS:
● 2 years or more of experience in a youth development environment.
● Ability to motivate and support staff.