



City of Central Falls Job Posting

LOCATION:	City of Central Falls Ella Risk Elementary School Veterans Memorial Elementary School Raices Dual Language Academy Dr. Earl F. Calcutt Middle School Central Falls High School Segue Institute for Learning
POSITION TITLE:	Citywide After School Program Coordinator
DEPARTMENT:	Central Falls Parks & Recreation Department
SALARY:	\$55,000/year plus benefits (grant-funded position)
POSITION TYPE:	Full-time
SHIFT:	may vary

POSITION DESCRIPTION SUMMARY

The Citywide After School Program Coordinator will be part of the Central Falls Parks & Recreation Department with the focused purpose of creating after school programming for students across district and charter schools in Central Falls. The coordinator will report to the Director of Parks & Recreation.

The coordinator will plan and implement enrichment programs. The coordinator is responsible for managing and supervising the day-to-day operations of programming, ensuring program quality, developing future programs, maintaining, and expanding partnerships. Finally, the coordinator will supervise staff; and liaise between programs, schools, families, and staff.

DUTIES

- Conduct a needs assessment and develop an asset map of what programs are already in place as well as what is needed, ensuring student and community voice is reflected.
- Develop, recruit, and implement after school programs that bring together CF students from the Central Falls School District, Segue, International Charter School, Blackstone Academy, and Blackstone Valley Prep.
- Lead recruitment and registration process of all programs.

- Provide supervision and leadership to all expanded learning staff; this includes coaching and mentoring.
- Conduct formal and informal program observations, as planned.
- Coordinate the use of substitutes, program chaperones, and volunteers.
- Collaborate with school personnel and community partners to ensure high quality programming that helps to support student learning.
- Communicate with families and school personnel about programs, schedules, and students' academic and social-emotional wellbeing.
- Collect and maintain all required data for submission to the program evaluation team.
- Communicate behavior expectations to students and staff, and provide support and tools to staff for dealing with behavioral incidents.
- Oversee and schedule field trips and transportation for programs as necessary.
- Recruit and hire staff to implement programs, as needed.
- Use relevant programs to electronically track attendance and other program data.
- Secure materials and supplies as necessary and appropriate.
- Fulfill other school and programmatic duties as determined by the Director of Parks & Recreation.
- Manage and update after-school programs on the city website as needed.
- Plan events to share with the community about the various opportunities (ie: after school fair to recruit) and also share about the learnings (ie: City Wide Showcase).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience with school aged children required.
- Experience with afterschool and/or childcare programming required.
- Passionate about positive youth development.
- Able to work well both independently and collaboratively.
- Willingness to learn and grow in one's professional practice.
- Supervisory experience a plus.
- Bilingual Spanish / English preferred.

EDUCATION AND EXPERIENCE REQUIRED

- High school diploma or GED required.
- Ability to pass a background (BCI) check.

SKILLS REQUIRED

- Strong administrative support and experience required.
- Proficiency in Microsoft Office.
- Effective written communication skills.
- Accuracy and attention to detail regarding the composition of documents.
- Excellent interpersonal, analytical, and problem-solving skills.
- Ability to work effectively with a diverse population.

- Ability to manage, prioritize, multi-task and coordinate in a fast-paced and demanding environment.
- Ability to work independently with limited direction and instruction within the scope of assignments.
- Must be able to take initiative while paying close attention to detail and completing all assignments.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity,

sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled