

## PROGRAM COORDINATOR - OPTIONS

GENERAL STATEMENT OF DUTIES: Develops, organizes and coordinates a broad range of activity programs for adolescents through the OPTIONS Program. The OPTIONS program is designed to promote abstinence through education in responsible behavior, decision making skills and the necessity of making choices, as well as providing alternate activities. Does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Program Director, and in accordance with school district, consortium and grantor guidelines, an incumbent of this position is responsible for developing and providing a wide variety of activities, opportunities, and experiences for at risk children in residential schools and participating agencies. The incumbent is responsible for scheduling and staffing activities. The incumbent monitors the daily operations to insure the smooth functioning of the program. This position may work non-traditional hours: before and after school, during school vacations, holidays and weekends. Oversight of program presenters is a function of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates and schedules programs, including the interviewing and securing of program staff, both paid and volunteer, for before-school, lunchtime, after school and summer programs;

Participates in or oversees the conduct of social events for program participants, e.g., supervised gym, etc.;

Assists with writing grant proposals, seeking funding sources, in kind services, community support, etc. for the overall program or specific activities;

Monitors and tracks grant expenses and records registrations and attendance for activities;

Conducts various workshops, assists with open gym, acts as a chaperone on trips, etc.;

Meets with parents, parent surrogates, and residential school staff to obtain their support, involvement, and participation; acts as liaison between schools, community groups, agencies and service providers for the program;

Supervises and evaluates program staff and also evaluates programs and activities;

Coordinates youth development activities;

Prepares reports for the grantor and participates in meetings with the grantor and other grant recipients;

Prepares and submits reports to the State;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of program development; good knowledge of school community needs and interests; ability to interact, positively, and develop good rapport with students and staff program participants; ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of participants; ability to establish and maintain effective relationships with students, parents, campus residential staff, school personnel, and organizations; ability to make persuasive oral and written presentations; ability to prepare written grant proposals and reports; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; willingness to work non-traditional hours; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree\* in Education, Psychology or related field and two years experience working with children, adolescents or students in an educational, recreational or social service setting (pre or post degree); or (b) a Master's Degree\* and one year experience as in (a) above (pre or post degree); or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*Special Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.