Children’s Programs Coordinator

Reports to: Early Childhood Director
Job Location: Larimer County
Status: Part-time; Non-Exempt; 20 hours per week
Pay Range: $20/hour

The Matthews House Mission: Empowering youth and families by growing connection, self-efficacy, and independence.

The Matthews House Vision: Igniting a community that is aware, that belongs, and that is self-sufficient.

The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious

JOB DESCRIPTION: We are seeking a committed and relationship-centered individual to oversee our children’s programs. You will lead a team of part-time staff who work with the children of families participating in our services, and you will also implement the after-school program (Connect Up) at one program site. Your work will enable you to make a meaningful impact on the lives of those we serve and will contribute to the positive, supportive work culture at The Matthews House. You will be responsible for providing direct supervision and managing logistics in the Connect Up/Summer Zone program (after-school support for grades K-8) and the Children Activities program (childcare for ages 0-12 during on-site parent programming). This includes hiring, training, and ongoing support to staff, scheduling staff for different sessions, updating paperwork and documentation, and communicating with program staff regularly. Occasionally, the Coordinator may sub in for Connect Up or Children Activities staff. For Connect Up facilitation at one site, you lead a group of approximately 10 students on a daily basis, creating and implementing activities, communicating with all parties concerning the youth, and supervising volunteers.

QUALIFICATIONS:
- Be culturally attuned, sensitive, and compassionate to the people of the community being served
- Have excellent interpersonal skills and enjoy supporting the development of part-time staff
- Have experience with early and middle childhood development
- Have experience leading groups of children/youth and be capable of setting and holding expectations with youth
- Be a compassionate leader with the desire to build the skills of newer or re-entering professionals
- Attentive to detail and skilled in administrative tasks
- Be independent and able to take ownership of program elements
- Have excellent communication skills and the ability to communicate with staff at various weekday hours as needed
- Possess the ability to listen and quickly assess urgency for situations that might involve a crisis
- Have the ability to problem solve and build teamwork with staff, volunteers, and children
- Must pass an FBI fingerprint screening.

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● Be skilled in using word processing, database, and presentation software.
● Must be able to transport and have a clean driving record.

RESPONSIBILITIES:
The minimum performance expectations include, but are not limited to, the following:

40% ConnectUp Facilitation at one site (8 hours per week)
● Assist children in grades K-8 in a comfortable setting with academic work and enrichment activities at the Connect Up site, after-school hours Monday through Thursday 4-6pm, when the school district is in session. Summer program hours may fluctuate depending on availability.
● Listen and assess children’s strengths accordingly, and encourage and instruct positively, while also maintaining student behavior expectations.
● Plan and execute enrichment activities within the program.
● Communicate with parents/caregivers about children’s progress and needs.
● Supervise and support daily volunteers.
● Track student progress, collect data as needed, and help develop new opportunities within the program.

60% Children’s Programs coordination and supervision (12 hours per week)
● Provide supervision and ongoing support for 8-12 part-time staff in the Connect Up/Summer Zone and Children Activities programs.
● Hire and train new staff as needed.
● Oversee paperwork and update documentation in the database.
● Create the semester-based schedule along with monthly calendars.
● Communicate with program staff for scheduling and job support.
● Maintain supplies for use during children’s programs, including purchasing more supplies when needed, organizing, and getting rid of items as needed.
● Confidently maintain complete and accurate participant files.
● Actively participate in regular supervision meetings with the supervisor and support policies set by the organization.
● Complete monthly documentation of staff timesheets and receipts for billing purposes.
● Visit each site routinely to support the staff and program development.

ADDITIONAL RESPONSIBILITIES:
● Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious.
● Communicate professionally through written documentation and verbal communication.
● Ensure all services provided are within the Matthews House guidelines and policies.
● Perform other duties as assigned.

SCHEDULE & WORK ENVIRONMENT:
● The Matthews House offers a flexible work schedule that can fit the applicant’s needs.
● Some evenings may be required to fulfill the duties of this position.
● Services will be provided at different sites in Fort Collins and Loveland.

BENEFITS:

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- 401(k) with 3% match by employer
- Paid sick time
- A mission-driven environment with strong staff culture

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION
The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.