



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Program Coordinator, WCCLC Project

REPORTS TO: Executive Director

FSLA: Non-Exempt

JOB SUMMARY:

Responsible for fulfilling all fiscal and programmatic requirements of the Wayne County Community Learning Centers Project.

ESSENTIAL DUTIES:

- Maintains responsibility for fulfilling all fiscal and programmatic requirements of the Wayne County Community Learning Centers Project.
- Develops or assists with the development and implementation of Center and 21st Century WCCLC policies and procedures consistent with Playmates Pre-Schools and Child Development Centers, Inc., state and federal agencies, and the West Virginia Department of Education.

OTHER DUTIES:

- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Bachelor's Degree in Education, Business or related field and 2 years of relevant experience; or Associate's Degree in Business or related field and 4 years of relevant experience.
- Grant program management experience is highly desired.
- Master's Degree is preferred.
- Management experience is preferred.
- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Maintains responsibility for fulfilling all fiscal and programmatic requirements of the Wayne County Community Learning Centers Project.
 - A. Ensure each WCCLC site is providing after-school and/or out-of-school activities in accordance with 21st Century Program requirements.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- B. In collaboration with each Site Director, develop a written strategic plan for providing targeted 21st Century services at each site. Each plan must include strategies for:
 - a. Improving academic achievement according to WV SCO's;
 - b. Improving 21st Century technology opportunities;
 - c. Reducing negative student behaviors;
 - d. Improving school readiness; and
 - e. Coordinating the execution of a community-based drug and violence prevention program and activities for at-risk students, their parents, teachers, and community leaders.
 - C. Facilitate communications between Site Directors, Board of Education personnel, and family members of at-risk students.
 - D. Review and approve all project expenditures in accordance with grant guidelines.
 - E. Communicate regularly with the fiscal staff on all financial matters.
 - F. In collaboration with each Site Director and the Executive Director of Playmates, develop a 3-year model of sustainability for the WCCLC Project.
 - G. Provide written and verbal progress reports as requested by supervisor and as required by funding agency.
 - H. Oversee the development and implementation of the *Afterschool Matters* database.
2. Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc.
 - A. Abides by the policies regarding the safeguard of protected personal, professional, and health-related information of clients and employees.
 - B. Uses and discloses only the minimum required protected client and employee information required to do the job.
 3. Develops or assists with the development and implementation of 21st Century WCCLC policies and procedures consistent with Playmates, state and federal agencies, and the West Virginia Department of Education.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, and ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates knowledge of externally-funded projects.



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PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: PROGRAM COORDINATOR, WCCLC

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVRNIGHT TRAVEL	X			
DAY TRAVEL			X	

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			



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I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR PROGRAM COORDINATOR, WCCLC AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME DATE _____

SUPERVISOR NAME DATE _____
