



JOB DESCRIPTION

Job Title: Kid Healthy Padres en Acción, Program Coordinator

Reports to: KH Program Manager Dept: Kid Healthy
FLSA Classification: Non-exempt PT Entity: Fiscally-Sponsored Project
Supervises Others: Yes

SUMMARY:

The Program Coordinator assists the Program Manager in overall coordination of the Padres en Acción program for Kid Healthy, our partners and the school site. These duties include: planning, development and implementation of PEA program, coordination of staff/volunteers, and on special projects. Program Coordinator serves as direct communicator to advance the mission and goals of Kid Healthy – Padres en Acción within the school and school community. The Program Coordinator assists in meeting program objectives through support of staff training and successful program implementation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Efficiently meets the objectives of Padres en Acción program as outlined by Program Manager
- Communicates effectively and courteously with all contacts in a timely manner
- Maintains and complies with organizational and department policies and procedures, including all applicable safety requirements, prompt injury reporting and enforcing appropriate dress code
- Organizes her/himself and workload throughout the day to meet project timelines and deadlines
- Meets attendance and punctuality requirements; reports time and attendance accurately
- Assist with planning and program duties: staff training, monthly meetings, training materials, new site trainings, program updates, and outcome reporting
- Take initiative in program implementation, progress, assessment and effectiveness
- Act as a staff representative to: school principal & staff, advisory groups and/or task forces
- Communicate daily/weekly with Program Manager, VC's, PC's, volunteers (as needed) and school staff on progress, planning, and results; maintain accurate and current records
- Support the development of VC staff and volunteers including: playground management, communication and leadership skills
- Develop PEA program at each school: plan effective volunteer recruitment, support program promotion, develop appropriate playground activities and organize monthly trainings/events
- **ADDITIONAL RESPONSIBILITIES:**
 - Provide support to other PCs/schools in program development and improvements, as needed
 - Supports program growth, assists in acquisition of new site prospects and sales

- Assist with general duties of Program Manager/Supervisor: parent meeting coordination, school wellness council participation, invoices/contracts, program expenses, new site training planning, outcome reporting, content creation and community outreach
- Other duties and special projects, as assigned

COMMUNITY RELATIONS:

- Participates in wellness councils, community collaborations, partnerships and networking organizations that enhance and expand the scope of Kid Healthy – Padres en Acción, as time allows

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent, required
- Associate and/or Bachelor's Degree, or degree in progress, in related field is preferred.
- Experience/familiarity with elementary school organizations such as PTA, Wellness Councils, Harvest of Month, Champion Moms is helpful but not required
- Bi-lingual in Spanish and English, verbal and writing skills

COMPUTER & EQUIPMENT SKILLS:

- General knowledge of computer operations, use of Microsoft Office programs, Google Docs, Internet, social media and email programs, effective use of texting

PHYSICAL JOB REQUIREMENTS:

- Must be physically fit to maintain a moderate level of physical activity for 2 hours per day
- Hearing & speech within normal ranges; sufficient for clear communication in person & on telephone
- Lifts up to 10 pounds regularly, must be able to carry equipment out onto field daily
- Exposed to typical school environment conditions and noise levels
- May be exposed to common sickness acquired by children (cold, flu, chicken pox)
- Must be willing to take and pass a TB test, background check and LiveScan fingerprinting

MENTAL AND REASONING REQUIREMENTS:

- Attention to detail
- Sense of urgency
- Demonstrates resourcefulness, uses critical thinking skills to manage multiple school sites, special projects and other tasks, as assigned
- Ability to assess and communicate school environment, strengths and weaknesses of VC's and playground effectiveness
- Ability to utilize quick problem solving and solution development
- Communicate appropriate responses to requests for services and information
- Uses good judgment in handling injuries and safe play

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically

To apply, please forward resumes to hr@oneoc.org

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