

# Program Coordinator - Full Time

North Chicago Community Partners

North Chicago, IL



## Primary Job Responsibilities:

- Actively manage, observe, train and develop NCCP employees
- Provide real-time feedback and encouragement
- Clearly communicate, maintain and enforce NCCP policies, procedures and expectations
- Regularly observe NCCP programs
- Provide ongoing support and training through modeling of professional standards, classroom expectations and effective instructional techniques
- Document and communicate observations
- Evaluate staff performance; counsel, discipline and terminate staff, if necessary
- Lead daily team debriefs
- Actively manage or oversee logistics of NCCP school-based programs, projects and events and ensure safety and security of participants, volunteers and employees
- Work with Managers and Directors to implement, coordinate and/or manage non-NCCP programs, projects and events and ensure safety and security of participants, volunteers and employees at all times
- Work with the Program Team to develop educational and enrichment materials for programs, projects and events
- Ensure appropriate materials and supplies are available for all programs, projects and events
- Manage site-level relationship with Northern Illinois Food Bank. Ensure food items are accepted, stored and distributed according to federal guidelines
- Work with Site Manager to greet, steward, train and deploy in-school and after hour program volunteers and programmatic partners
- Clearly communicate, maintain and enforce NCCP policies, procedures and expectations
- Observe volunteers and programmatic partners on an ongoing basis and provide real-time feedback, encouragement and gratitude, as needed
- Provide ongoing support and training through modeling of professional standards, classroom expectations and effective teaching techniques
- Provide a consistent and positive experience for volunteers and programmatic partners
- Work with Site Manager to ensure all customers understand the broader community school vision and encourage all customers to explore additional engagement opportunities
- Actively develop relationships with parents and teachers through informal and formal communication
- Collect, store and analyze accurate program-related data with guidance from Site Manager and Program Director
- Collect and transfer accurate volunteer-related data, in collaboration with the Site Manager
- Ensure school-based learning environments and all NCCP designated spaces are properly maintained
- Help identify and prioritize needs within the school community
- Develop and lead NCCP training workshops, as requested
- Take, upload and edit program, project, event and community school photos on a weekly basis

## Expectations of All NCCP Employees:

- Work in collaboration with the broader school community to support and enhance student achievement, to provide engaging enrichment activities for students and families and to ensure school facilities are appropriate for student learning
- Develop and nurture appropriate relationships with students, district employees, parents and other in-school partners through regular formal and informal communication
- Maintain NCCP standards of professionalism
- Actively participate in all trainings and workshops

## Preferred Skills and Qualifications:

- Four-year college degree preferred
- Bilingual Spanish/English skills preferred
- Previous management experience preferred
- Previous experience working with children in an academically-focused environment
- Demonstrated ability to work independently and in collaboration with diverse groups in a high-energy work environment
- Strong interpersonal, organizational and administrative skills
- Strong verbal and written communication skills
- Strong observation skills and problem solving abilities

- Proficient in Microsoft Office
- Ability to support school transformations, as appropriate
- Reliable transportation and consistent attendance
- Maintain a valid Illinois driver's license

**Job Type:**

Full-time

**Experience:**

Teaching: 1 year (Preferred)

Staff Management: 1 year (Preferred)

Program Management: 1 year (Preferred)

Volunteer Stewardship and Management: 1 year (Preferred)

Data Management and Analysis: 1 year (Preferred)

**Language:**

Spanish (Preferred)

**Work authorization:**

United States (Required)