

Job Title: United 21st Century Community Learning Center (U21CCLC) Learning Center Coordinator

Department: Community Impact

Status: Full Time, Non-Exempt

Immediate Supervisor: U21CCLC Grant Administrator

Education: 2- or 4-year college degree, or equivalent experience

Job Related Experience: A minimum of 2 years experience in working with kids in a youth development environment

Physical Requirements: Ability to lift up to 25 lbs and occasionally up to 50 lbs

Basic Job Summary:

The Learning Center Coordinator will work with each school and site to support program delivery, ensure data collection, site needs are being met, program alignment with standards, scheduling, program maximization and support programming at an implementation level.

Responsibilities

Key position responsibilities include:

- Oversee the implementation of the U21CCLC grant at assigned schools.
- Ensure program attendance is posted daily in U21CCLC tracking system.
- Ensure all grant reports or narratives are completed on time.
- Work closely with program participant staff, teachers, families/parents, and school district personnel to support individual strategies for student success.
- Maintain professional daily contact with site members, members, volunteers, and school administration to communicate grant information.
- Support collaborative partnerships with children, staff, parents, families, schools, and community organizations to promote the programs/activities.
- Ensure time cards for staff are printed and sent in on a timely basis.
- Participate in regular program meetings, staff meetings, and trainings.
- Comply with all policies & procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.

Minimum Qualifications

- 2- or 4-year college degree, or equivalent experience.
- A minimum of 2 years experience in working with kids in a youth development environment.
- Ability to motivate and support staff.
- Strong communication skills, both verbal and written.
- Ability to communicate and foster relationships with parents and community members.
- Computer skills, including proficiency in Microsoft Office Suite and Google applications.
- Must pass background check.

How to Apply

Please submit resume, application form and cover letter to:

Amy Trombley, Director of Education Partnerships
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320-252-0227

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