



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 centered on our mission to create healthy communities while complying with COVID-19 health directives, as they are updated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Efficiently meets the objectives of Padres en Acción program as outlined by Program Manager; do not exceed the 15-20 hour per week time allowed (unless requested by your supervisor)
- 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, virtual programming, 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, volunteers (as needed) and partners on progress, planning, and results; maintain accurate and current records
- Support the development of VC staff and volunteers including: playground management, communication, leadership skills, assist in collection and management of contact lists, updated information as needed, help to establish connections with school administrators, wellness centers and other partners, encourage 2 way sharing of content and support of services and programming; be up to date on school news, trends, parent meetings
- Stay updated on changing circumstances (i.e. needed resources)
- Help with social media creation, posting, sharing, and analytics as requested

ADDITIONAL RESPONSIBILITIES:

- Supports program growth, assists in acquisition of new site prospects sales & collaboration opportunities.
- 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, video conferencing (i.e. Zoom, WebX), 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 info@mykidhealthy.org or hr@oneoc.org

OneOC is proud to be an equal opportunity employer.