


Leominster Housing Authority

Job Title:	EJC Program Coordinator	Revision Date: E.D. Initials	8/28/2023 
Department/Group:	Executive	Union Status	Non-Union
Location:	Leominster Housing Authority	FSLA Status	Exempt
Level/Salary Range:	Credits/Stipend	Position Type:	Part Time Position (15 hrs. week)
Job Description			
<p>The EJC Program Coordinator is required to provide oversight of Leominster students participating with the afterschool program for varying grades/ages. The EJC Program Coordinator oversees the planning, development, implementation, evaluation, for family and school engagement, and completes program grant funded reports. Development and outreach with community partners and promoting growth of the EJC, will be imperative to success. This position requires someone who is compassionate, creative, energetic, and imaginative.</p> <p>The EJC is open Monday through Thursday, from the hours of 2:30pm-6pm, during the Leominster school year. These hours are subject to the need within the program. The EJC Program Coordinator will oversee the program during these hours and may have the support of the Assistant Coordinator.</p> <p>Essential Job Functions</p> <p>Reports to the Administrative Assistant/Special Projects and the Director of Housing Management Services.</p> <ul style="list-style-type: none"> • Oversee the general operations of the EJC; handle daily business activities and collaborates with the Assistant Coordinator • Maintain confidential and specialized files, records and reports related to the facilities of the EJC • Create an environment that facilitates academic achievement by promoting and stimulating program participation by effectively implementing and administering programs, services, special events, and activities for students and volunteers • Supervise students during all aspects of the afterschool program including arrivals, dismissals, transitions, homework, bathrooms and assist with serving daily snacks • Outreach to potential community partners and develop relationships; work with necessary Leominster officials (Town Hall/Fire Dept/Police Dept etc.) • Other duties as assigned. <p style="text-align: center;"><u>Applicants required to complete a Criminal Records Check (CORI)</u></p> <p>Qualifications and Education Requirements</p> <p>Education and Experience: College degree or working towards a college degree in an education or relevant field. Valid driver's license and reliable transportation. Experience with teaching and supervising students, running Afterschool Programs, Community Relations, Grant or Researching Funding. Experience with a variety of populations, including low-income individuals and families.</p> <p>Knowledge, Skills and Abilities: Proficient in office management and practices. Ability to maintain effective work-relations with other employees, all department heads, housing authority residents, and federal, state and local government representatives. Ability to work without supervision. Ability to compose correspondence and reports. Ability to effectively communicate both verbally and in writing. Ability to operate office machines and kitchen appliances. Ability to set clear limits. Ability to analyze and resolve problems creatively. Flexible and cooperative to job demands to meet work needs and deadlines—prompt and dependable.</p>			
