

Richfield Residential Hall
765 West 1st Avenue
Richfield, Utah 84701
www.richfielddorm.org



POSITION DESCRIPTION

RRH LEADS PROGRAM COORDINATOR

EMPLOYMENT STATUS

The RRH LEADS Program Coordinator is a **Full-Time** position that is contingent upon funding of the associated 21st Century Community Learning Center grant.

POSITION CLASSIFICATION

Classification and pay rate of the RRH LEADS Program Coordinator position is set by the Richfield Residential Hall Governing Board. Per Richfield Residential Hall Governing Board policy, pay rate to be set on current BIE Pay Scale for Education (Rest of US Locality Rate) at this level with step commensurate with education, experience and qualifications as determined in adjudication process.

GENERAL STATE OF RESPONSIBILITIES

The RRH LEADS Program Coordinator is responsible for design, implementation and daily operation of the RRH Leads program. Responsible for the day-to-day operation of the RRH LEADS program. Plans, resources, & facilitates activities and events that meet program goals and objectives. Schedules and trains program staff. Ensures all aspects of the program are in accordance with applicable laws, regulations and grant conditions. Responsible for the administration, reporting and proper expenditure of federal funds associated with the 21st Century Community Learning Center Program. Serves as the coordinator and resident expert of the 21 CCLC grant that funds the program.

DUTIES AND RESPONSIBILITIES

- Serves as the Administrator of the 21 CCLC grant that funds the program and ensures that all aspects of the program are in compliance with all rules, regulations and statutes set forth in the contract.
- Coordinate and operate after-school and summer, if available, programs for participants in accordance with 21 CCLC grant proposals.
- Assumes administrative responsibility for the overall day-to-day operation of RRH LEADS program and all that happens within the program.
- Keeps informed of current educational and residential best practices and paradigms by advanced study, networking with other programs, reading scholarly articles, books, attending conferences and by other appropriate means.
- Ensures that all aspects of the program are conducted in accordance with local, state, federal and tribal laws and regulations and the policies of the Richfield Residential Hall Governing Board.
- Oversees the preparation, compilation and timely submission of all required reports.

- Administers the development, coordination, maintenance and evaluation of all aspects of the program.
- Maintains a robust data-collection program and ensures that all program decisions are data driven and in the best interest of student success and Governing Board Goals and Objectives.
- Responsible for the overall financial planning of the program and for the preparation of the annual budget.
- Implements sound fiscal management practices throughout the program to ensure that program objectives are met within the approved budget.
- Aids the Academic Director in the development of relevant and effective policies and procedures and ensures the implementation of such policies and procedures.
- Responsible for recruitment and retention of programmatically appropriate students.
- Keeps parents and communities of students informed of happenings of the program.
- Serves as a positive mentor and scholarly role model for students and staff at all times. Models *Respectful, Responsible, and Honorable* behavior at all times and in all things.
- Manages each member of the team from a strengths-focused perspective, ensuring that strengths are magnified to best help the students of the program
- Acts a team member and facilitates & participates in activities and programs to ensure that goals and objectives of the Grant are met.
- Coordinates and schedules activities that best meet the needs of the program and students.
- Orders, maintains supplies and inventory.
- Attend conferences and programs which require travel related to 21st CCLC.
- Adheres to the vision, mission and program goals of the Richfield Residential Hall Governing Board.
- Wage depends upon experience.

SUPERVISION RECEIVED

RRH Academic Director

SUPERVISION GIVEN

RRH LEADS Program staff

WORK HOURS

RRH LEADS is an after-school 21st Century Community Learning Center program. As such, all hours associated with this position will take place during times that students are not typically in school, *afternoons, evenings, weekends, holidays, summers, etc.*

BASIC QUALIFICATIONS AND REQUIREMENTS

- Must possess an *Associate's Degree, Bachelor's Degree preferred*, in an applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences, cultural studies.

- Must have impeccable interpersonal communication skills and be able to give and receive constructive feedback in a professional manner and possess the ability to use such feedback to improve the program as a whole.
- Must be well-versed in all aspects of 21st Century Community Learning Center grant programs
- Must have impeccable interpersonal and professional communication skills
- Must be able to work independently and coordinate various activities with staff and entities throughout the school year
- Must possess the ability to generate solutions to a wide array of problem sets
- Must be able to lift at least 25 lbs
- Must maintain current certification in First Aid and CPR and be willing to remain current on a wide range of topics associated with the academic and social growth of adolescents.
- Valid Utah driver's license.
- Must pass state, federal and Navajo Nation criminal background checks.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.