

URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

April 2019

TEMPORARY SUMMER EMPLOYMENT OPPORTUNITY

5/15/2019 – 8/07/2019

Position: Program Coordinator
Classification: Full time Temporary
Division/Team: Education & Community Justice/MOST
Supervisor: Division Manager
Revision Date: April 2019

Program Description: Maximizing Out of School Time (MOST) is the elementary Summer Enrichment Program (SEP) designed to provide cultural diversity, creative arts and character building through education and recreation that operates Monday through Friday.

Purpose of Position

Program Coordinator is ultimately responsible for the effective implementation, management and evaluation of the Summer Enrichment program.

Job Responsibilities

- Implements the Summer Enrichment Program for elementary students by orienting staff to program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.
- Trains and evaluates staff. Takes appropriate measures to maximize staff effectiveness and productivity.
- Submits programmatic information in a timely fashion.
- Manages and coordinates day-to-day activities of the program and performs direct service as is necessary to meet contract performance.
- Facilitates staff development through group and individualized activities as related to analysis of Summer Enrichment Program, understanding of program development and improved use of individual skills.
- Ensures timely and accurate submittal of designated reports and assignments related to the Summer Enrichment Program.
- Ensures contract compliance and that program operates within the established contract/grant goals and/or Urban League's goals.
- Maintains accurate and complete records for program participants related to services and activities.
- Develops systems for collecting and evaluating data for policy and program development.
- Advises immediate supervisor of needs, trends and issues within area of responsibility and recommend activities to address them.
- Actively participates in ULBC special event committees and projects.
- Performs other related duties as may be assigned.

Standards for Measuring Performance

- Excellent written and oral communication skills.
- Outstanding organizational skills.

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate a personal computer using Microsoft Office or similar application.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.

Education/Experience

Bachelor's Degree in education, criminal justice, social work, administration or related human service area. At least two years of supervisory and program development experience in a social, education and/or community-based organization.

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume via email to:

[hiring@ulbcfl.org](mailto: hiring@ulbcfl.org)