



# JOB POSTING

## Program Coordinator

MARVEL\*US Summer Learning Program

- JOB TITLE:** Program Coordinator
- HOURS:** Monday – Friday; 8 a.m. – 4 p.m.
- FUNCTION:** The MARVEL\*US Summer Learning Program Coordinator works with the Executive Director and Director of Operations to oversee all aspects of the MARVEL\*US Summer Program. This position is responsible for the day-to-day operations, program development, activity analysis, staff evaluations, and direct communication with families.
- SALARY:** \$22.00 - \$24.00/hour

**Please e-mail resumes to:**

[clacy@columbusliteracy.org](mailto:clacy@columbusliteracy.org)

*Subject:* MARVEL\*US Program Coordinator Position

**Resumes will be accepted until the position is filled.**

*EQUAL EMPLOYMENT OPPORTUNITY: Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. CLC is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.*



## MARVEL\*US Program Coordinator

**Program:** MARVEL\*US Summer Learning Program

**Reports To:** Executive Director/Director of Operations

**Pay Rate/Range:** \$22.00 - \$24.00 per hour

**Work Days:** Monday – Friday

**Employment:** Seasonal/Year-Round Option

**Hours:** 8 a.m. – 4 p.m. (Hours are extended when work load is increased.)

### **Job description:**

The MARVEL\*US Program is an 8-week summer program that serves approximately 40-50 TANF eligible youth ages 9-13. From designing their own superhero to writing a comic book, youth learn to model behavior, expand creative skills, enhance physical abilities, explore new and exciting places in Ohio and overall develop flexible and higher-order thinking that allows learners to apply their knowledge to the real world. The MARVEL\*US Summer Learning Program Coordinator works with the Executive Director and Director of Operations to oversee all aspects of the MARVELUS Summer Program. This position is responsible for program development, activity analysis, staff evaluations, and direct communication with families.

### **Responsibilities include:**

- Manage the day-to-day operations of the MARVEL\*US Summer Program.
- Actively assist with planning of curriculum, daily programming, experiential activities, and family engagement activities.
- Participate in mandatory trainings and meetings.
- Manage the tracking of participant demographics, enrollments, academic skill attainment, enrichment skill attainment, completion requirements, program exits, and other program milestones for timely reporting to FCDJFS.
- Manage participant outreach, recruitment, and eligibility screenings – keeping program enrollment at full capacity.
- Ensure assessment tools are utilized to evaluate student success and tracked accordingly.
- Ensure program remains on track consistently to meet stated outcomes and/or goals.
- Responsible for utilizing the proper tools to track, monitor, and evaluate youth and programming services as required by funders.
- Maintain records, databases, and other information related to program's activities, outcomes, and progress towards goals to demonstrate need and effectiveness of

services, identify areas for improvement in services, and show compliance with contractual obligations.

- Provide on-site support with all academic programming and enrichment activities, including but not limited to: field trips and family engagement.
- Provide staffing and transportation for off-site field trips.
- Maintain good relationships with participants and their families.
- Maintain consistent and effective communication with Program Staff and CLC Leadership.
- Ensure program structure is maintained, including daily meals, program schedule, and transportation.
- Support with managing and evaluating program staff.
- Train and supervise program staff.
- Special projects and other duties as assigned.

**Desired requirements:**

- Bachelor's Degree highly preferred but not required.
- Previous classroom management experience and youth programming experience strongly preferred.
- Must demonstrate reliable and consistent work habits, enthusiasm, active observation, and ability to work with youth.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to manage multiple priorities.
- Advanced computer skills required.
- Valid driver license, auto insurance and reliable transportation is required.
- Professional business attire and appearance required.
- Ability to pass a criminal background check.