

City of Newburgh, NY
Community Services Division / Human Services Department
AFTERSCHOOL INITIATIVES COORDINATOR

GENERAL STATEMENT OF DUTIES

Under the general supervision of the Human Services Director. This position involves the responsibility to develop and maintain the execution and operation of all after school initiatives. The tasks performed will be collaborative with staff of community agencies and of the Newburgh Enlarged City School District, as well as an advisory board. Supervises program related positions. Performs other duties as required.

EXAMPLES OF WORK

- Manage the 21st Century Community Learning Centers Grant; ensure compliance with grant requirements;
- Serve as primary liaison for program sites and services partners; develop program schedules in partnership with Host Sites;
- Facilitate quarterly collaborative meetings;
- Develop and monitor vendor / partner contracts; process invoices accordingly;
- Manage grant budget in collaboration with City Comptroller;
- Represent City of Newburgh on the Hudson Valley Afterschool Network;
- Ensure accurate and timely collection of program data via YouthServices.Net;
- Work with evaluation consultant to develop data summaries and program improvement plans;
- Spearhead afterschool-related special events such as Lights On Afterschool;
- Actively pursue funding opportunities; develop and implement program expansion plan;
- Work in partnership with Youth Services Coordinator to monitor and evaluate City-funded afterschool programs;
- Supervise program administrative staff and / or volunteers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of community and public relations techniques;
- Working knowledge of community organization techniques;
- Good written and verbal communication skills;
- Ability to collect, coordinate, and present statistical information;
- Ability to plan and organize work;
- Knowledge of community agencies, services, and facilities;
- Resourcefulness, tact, diplomacy and physical condition commensurate with the position;
- Ability to work as a part of an administrative team;
- Ability to work a flexible work schedule that includes evening, weekends and holidays.

MINIMUM QUALIFICATIONS

- A. Associate's Degree in Human Services, Social Science, Behavioral Science or closely related field AND two years experience in human services field working with a diverse population OR;
- B. An equivalent combination of experience and training as described above.

Applications due: **September 21, 2007**