

Hartford Public Library

21ST CENTURY COMMUNITY LEARNING CENTER (CCLC) PROGRAM

COORDINATOR

G-V (Grant Funded)

Non Bargaining, Non Exempt

Reporting to the Mark Twain branch manager, the 21ST Century Community Learning Center (CCLC) program coordinator is responsible for the coordination of the 21st Century CCLC Access program. Working with the Law & Government Academy's instructional coach, the 21ST CCLC program coordinator will provide leadership in planning, implementing and coordinating the 21st CCLC (before and after school) program at Hartford Public High Schools' Law & Government Academy.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Coordinates the Law & Government Academy's 21st CCLC program.
- Monitors all staff and operating components of the program.
- Develops and maintains ongoing programs with collaborative partners, faculty, principals, administrative staff, Hartford Public Library staff, parents students and others.
- Makes public presentations, both oral and written, regarding the grant funded program its operation and outcomes.

STAFF DEVELOPMENT

- Responsible for the organization, supervision and effectiveness of the 21st CCLC program. This includes promoting an environment that encourages input from all staff, sets high standards and encourages all library staff members to provide exceptional customer service.
- Recommends selection, supervises, trains and evaluates assigned personnel, maintains accurate work records.
- Enforces established policies, rules and regulations, standards of conduct and work attendance.
- Maintains open communication with all staff.

ADMINISTRATIVE

- Under the general supervision of the Mark Twain branch manager, formulates goals, plans and procedures for the program.
- Is responsible for the coordination of program data collection, record keeping, and program evaluation.

- Responsible for documenting grant expenditures, including time and attendance records and submission of expenditure reports.
- Works collaboratively with the grants manager and evaluation consultants.
- Performs other duties as assigned.

PROFESSIONAL

- Maintains current knowledge in education, youth development and youth enrichment programming.
- Reads professional journals regularly.

POSITION QUALIFICATIONS

- Bachelors degree in education.
- Previous teaching experience preferred.
- Previous supervisory/managerial required, preferably in an educational environment.
- Experience coordinating youth development and youth enrichment programs.
- Project management experience required.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Considerable knowledge of staff management. Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Excellent time management and interpersonal skills.
- Excellent organizational skills
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Strong leadership ability.
- Proven ability to develop and maintain open channels of communication between home environment and school.
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Knowledge of school/community relationships and community problems, interests and concerns
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment

- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including required evenings and Saturdays.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds

This is a full time **grant funded position**; appointment to and continuation of this position is conditioned upon funding from an external agency. If such funding ceases this position may be eliminated resulting in termination of employment.