



## **Program Coordinator, Boundless Opportunities**

Under the direct supervision of the Teen Services Coordinator at Hartford Public Library, the Program Coordinator for Boundless Opportunities will provide leadership in planning, implementing, coordinating, and evaluating a 21st Century Community Learning Center.

### **Essential Duties and Responsibilities**

- Coordinate a high school level 21st Century Community Learning Center program, as assigned;
- Recruit and maintain healthy, professional relationships with youth participants, program staff, school staff, community organization staff, and others as relevant;
- Monitor, delegate appropriate work to, and support evaluation of all program staff;
- Collect, verify, and turn in staff time documentation and invoices;
- Research, register for, and ensure staff participation in professional development opportunities throughout the program;
- Assist in ideation, development, implementation, and evaluation of program activities within the school building and at a broad range of community-based connected learning sites;
- Coordinate program data collection, record keeping, and reporting to various entities;
- Track, maintain, and report on grant expenditures, staying within a detailed program budget;
- Work collaboratively with Hartford Public Library staff including the Teen Services Coordinator, Grants Manager, YOUmedia Mentors, and others as relevant;
- Work collaboratively with consultants, including program evaluators;
- Work collaboratively with the community including youth, their parents and families, school staff, community members, and others as relevant;
- Create written, oral, or visual presentations regarding the grant program, as appropriate; and
- Manage and refer individual youth to protective and supportive community resources.

*Note: This is a grant-funded, temporary, part-time. This position requires evening hours until 7pm every Monday through Thursday and occasional weekend hours.*

### **Requirements:**

- Bachelor's degree required.
- Experience working in an informal learning environment required;
- Experience coordinating youth development and enrichment activities, particularly for adolescents.
- Experience planning, initiating, and monitoring effective programs for youth and their families.
- Exceptional organizational, time management, and interpersonal skills;
- Knowledge of school/community relationships and related interests and challenges;

- Knowledge of existing community resources
- Able to develop and maintain open channels of communication between home, school, the library, and connected learning sites
- Able to work with students from diverse backgrounds
- **Schedule will require evenings and occasional weekends**
- Strong organizational and leadership ability
- Digitally fluent
- Have a valid CT driver's license or the ability to obtain one upon employment, or other reliable form of transportation.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **TS\_Program Coordinator, Boundless Opportunities** in the subject line of your email.