



## **JOB DESCRIPTION – CENTER COORDINATOR**

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### **Purpose Statement**

The job of Center Coordinator is done for the purpose/s of managing the delivery of high quality Head Start services for children and families by providing leadership and logistical support for the center and center staff.

### **Essential Functions**

1. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
2. Maintains manual and electronic documents, files and records for the purpose of ensuring availability of required information and/or documentation.
3. Prepares written materials for the purpose of documenting activities, meeting compliance requirements, making presentations, and/or providing support materials for requested actions.
4. Participates in a variety of meetings as required for the purpose of conveying and gathering information.
5. Oversees efforts of center staff on all logistics (e.g., recruiting, enrollment, daily classroom operations, transportation, mental health and special education referrals, parent activities, food service, substitutes, facilities, supplies, etc.) for the purpose of ensuring services are delivered in conformance with overall objectives.
6. Presents information on topics related to administrative responsibilities (e.g., financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
7. Responds to inquiries of staff, district personnel, etc., for the purpose of providing information as may be required.
8. Monitors assigned program components and/or services (e.g., budget, etc.) for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are addressed, and services are efficiently provided within budgetary guidelines.
9. Provides team building activities in conjunction with the Center Director.
10. Schedules and facilitates interdisciplinary staffing for the purpose of ensuring compliance with program requirements.
11. Works with program staff, children and families for the purpose of ensuring the smooth transition of children into and out of the program.

### **Equipment To Be Used**

1. Telephone and voicemail
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2. Computer hardware and software, including email and internet
3. Copy machine
4. Fax machine

## **Working Conditions**

1. Expected to attend evening meetings.
2. May need to transport parents or children.
3. Must have the ability to provide an insured car and drive frequently for meetings.

## **Minimum Qualifications**

### Education and Experience:

2 years paid experience in a multi-disciplinary program (program with a variety of disciplines working together with children and/or families) **or** a comprehensive early childhood program (program that provides early childhood, health, nutrition, family support services), plus Masters Degree in any field.

### Allowable Substitutes:

4 years paid experience in a multi-disciplinary program (program with a variety of disciplines working together with children and/or families) **or** a comprehensive early childhood program (program that provides early childhood, health, nutrition, family support services), plus Bachelors Degree in any field.

## **Requirements**

1. Initial health examination, including screening for TB. (See Medical Release form)
2. Obtain a First Aid and CPR Infant/Child card within 90 days of hiring and keep current.
3. Complete Criminal History Declaration form and fingerprinting.
4. Must have access to a personal vehicle with insurance coverage (unless employer supplies vehicle) and have a valid Washington State driver's license.

## **Skills and Abilities**

1. Experience as a trainer, manager and case manager.
2. Demonstrate leadership in family support principles.
3. Knowledge of the adult learner.
4. Team building skills.
5. Strong organizational skills.
6. Strong written and verbal communication skills.
7. The ability to relate effectively with children, families, community members and staff of diverse backgrounds.