Communities In Schools

Job Description for Communities In Schools of Catoosa County
First Steps Coordiantor

General Duties:
The First Steps coordinator is responsible for supporting the First Steps Mission and Goals and for following the guidelines for services under the plan. Also, the coordinator is responsible for the development and/or implementation and coordination of efforts under the First Steps plan within a community.

Specific Duties:

- Implementation of plan to serve families in your community to include:
    - Identify the target population and service delivery location(s).
    - Establish and maintain appropriate linkages with each Program Staff Coordinator
    - Ensure access for parents of all ethnic and socio-economic backgrounds.
    - Connect with community partners that will provide access to families.
        - Establish referral partner agreements
        - Establish consistent referral process practices
        - Establish a tracking system for referrals
    - Were available, coordinate within a continuum of services.

- Service Delivery: Coordinators will ensure that all parents are provided:
    - Services consistent with the First Steps Mission and Goals and that meet the guidelines for First Steps Plan functions.
        - Relevant and age-appropriate information from reliable sources.
        - A localized directory of community resources relevant to families within the target population
        - An opportunity to provide feedback about services received through this program

- Plan Coordination: Coordiante Activities of the First Steps program in your community.
        - Promote plan with community partners and general public
        - Identify key needs of families participating in the program and identify community resources to meet those needs with priority given to Communities In Schools programs and resources
        - Complete GEOHVIS data entry in a timely manner.
        - Maintain adequate program supplies.
        - Develop a localized directory of resources relevan to all families in the target population
        - Assist in operating program within budget and secure funds for program as needed.
        - If required, recruit, train and supervise staff and/or volunteers to assist with services to families or other activities as needed.

- **Other Responsibilies:**
    - It is expected that coordiantors will have regular and on-going communication with administration and program staff.
    - Coordiantors will be required to work cooperatively with all other program staff to help strenghthen all programs provided by Communities In Schools.

Qualifications:

Minimum of a High School diploma. In addition, experience working with non-profits, assisting with grant writing, community collaboration, and the teenaged population is beneficial. The Administrative Assistant must demonstrate proficiency in office software. High level of interpersonal and communications skills a must. Excellent organization, coordination, fund-raising and leadership skills. Sensitivity to needs of youth and diverse ethnic populations.

Reports to: Executive Director