

REPORTS TO: HIPPY Program Coordinator

QUALIFICATIONS

- Bachelor's Degree in education (early childhood preferred). Social work, sociology, psychology, or related field
- Pass a criminal background check and child maltreatment check
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require

SPECIAL KNOWLEDGE/SKILLS

- Excellent written and verbal communication skills
- Knowledge of computers and relevant software
- Exceptional organizational, communication, public relations and interpersonal skills
- Customer service focus
- Knowledge of computers and relevant software
- Good listening skills, professionalism, customer service focus
- Good organizational skills, telecommunication skills
- Ability to work effectively under pressure, ability to multitask
- Team player
- Possess a servant spirit and willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

PERFORMANCE RESPONSIBILITIES

- Supervise up to 7-member staff
- Provide professional development training to staff weekly
- Organize and prepare for parent involvement group meetings monthly
- Recruit parents for the program
- Help with the hiring process of staff
- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Maintaining safe and clean area by complying with procedures, rules, and regulations
- Contributes to team effort by accomplishing related results as needed
- Prepare monthly reports to be turned into the Program Coordinator and funders
- Input and update ETO, ASQ, Family Map data into computer during the program year
- Other related duties, as assigned

TERMS OF EMPLOYMENT - 200 day contract on ARESC Salary Schedule