

DFC Project Coordinator

Reports to- Director of Pupil Personnel

Regular Hours Worked- 8 Hours per day

Terms of Employment- 240 days per year

To assume responsibility for the full and complete operation of the DFC grant fulfilling the components in the grant as approved by the federal government. Perform various types of record keeping, including maintaining budget and reports.

PERFORMANCE RESPONSIBILITIES

1. Coordinate all activities of the DFC grant.
2. Train and supervise volunteers and other support staff.
3. Coordinate orientation and/or training for administrators, teachers, supports staff, students, parents and community service providers.
4. Communicate with school staff, service providers, students and parents on a regular basis about DFC activities.
5. Make presentations to local clubs and organizations throughout the year as needed.
6. Develop and coordinate volunteer programs.
7. Develop and disseminate materials and information to the school and community.
8. Secure confidentially agreements from participants to be shared with appropriate agencies.
9. Coordinate parent meetings and trainings.
10. Serve as a liaison with agencies.
11. Organize parent support groups.
12. Maintain and balance DFC financial books and accounts.
13. Operate DFC grant according to bylaws.
14. Develop yearly work plans
15. Any other duties related to the DFC grant assigned by immediate supervisor.

PHYSICAL DEMANDS

Ability to carry and lift boxes, ride buses, drive and make home visits. Attend many evening meetings and trainings.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in social work, psychology, education or related field required.
2. Excellent organizational and interpersonal skills
3. Strong desire to see students tobacco, alcohol, and drug free

4. Strong desire to serve the targeted population
5. Knowledge of the community

Approved by: _____ Date: _____
Board Chairperson

Reviewed and agreed by: _____ Date: _____
Employee