

YMCA OF THE EAST BAY
JOB DESCRIPTION- WEST CONTRA COSTA

Job Title: Community Schools Coordinator
Site: Lake Elementary School
Competency Level: Team Leader
Status: FT/ Exempt

Reports To: Program Director
Salary Range: 50K – 55K*
Start Date: July 11th, 2016

**salary range does not reflect current compensation and COLA increases.*

THE Y / OUR CAUSE

The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community. With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

OVERVIEW

The City of San Pablo (COSP) and YMCA of the East Bay are working together to support the development of Community Schools throughout San Pablo. San Pablo's vision is for its children, youth and families to thrive in a safe, diverse and inclusive community. All our children and youth receive equitable support for intellectual, social, emotional and physical health and well-being. They are happy, self-aware lifelong learners who are successful as adults and who contribute to our community according to their gifts and talents.

POSITION SUMMARY

Description: The Community Schools (CS) Coordinator will work in partnership with School Administration, the City of San Pablo, and the YMCA to develop, coordinate and sustain a full service community school at Lake Elementary. The CS Coordinator will work collaboratively in the assessment of the school community's needs and assets, coordination of student and family support services and development of resources and partnerships at Lake Elementary.

MINIMUM QUALIFICATIONS

Education: Bachelor Degree required; Master's Degree strongly preferred in Education, Public Administration, Social Welfare or a related field

Experience/Skills Required:

- Experience in management/administration in a non-profit and/or human services setting
- Experience with school-based integrated services and/or collaborative services
- Experience developing and managing program budgets
- Supervision of a diversely skilled workforce
- A high degree of cultural awareness and competency in cross-cultural practice with children and families
- Experience working with low-income communities
- Experience in collaborative meeting facilitation, problem-solving and teambuilding
- Knowledge and appreciation of the challenges faced by educators
- Strong interpersonal and supervisory skills

- Strong written and verbal communication skills
- Ability to negotiate and mediate to attain win-win situations
- Comply with the legal standards for mandated reporting
- Provide input as to how the Community Schools Programs can better reflect the cultural diversity of the children and families in West Contra Costa
- Actively participates in YMCA events and activities and adhere to the YMCA Core Values

Experience/Skills Preferred:

- Bilingual in English and Spanish
- Program evaluation experience

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.
- You must be available for some evening and weekend events
- You must be able to travel to all program activity sites

YMCA TEAM LEADER COMPETENCIES

Mission Advancement: Model and teach the Y values. Ensure a high level of service with a commitment to changing lives. Provide volunteers with orientation, training, development, and recognition. Cultivate relationships to support fund-raising.

Collaboration: Champion inclusion activities, strategies, and initiatives. Build relationships to create small communities. Empathetically listen and communicate for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provide staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provide others with frameworks for making decisions. Conduct prototypes to support the launching of programs and activities. Develop plans and manage best practices through engagement of team. Effectively create and manage budgets. Hold staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Share new insights. Facilitate change; model adaptability and an awareness of the impact of change. Utilize non-threatening methods to address sensitive issues and inappropriate behavior or performance. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

ESSENTIAL FUNCTIONS

- Develop positive relationships with Administration, teachers and staff at school site, as well as the City of San Pablo, WCCUSD and other partner agency staff and families.

- Attend neighborhood and community group meetings to understand the values, priorities, and needs of our families and residents in the neighborhoods surrounding our schools.
- Serve as liaison between Administration, District staff, and city staff.
- Participate and/or provide guidance for the various school leadership teams, including school site council, school leadership team, CARE team, and student success team.
- Facilitate on-going assessment of school health-related needs including but not limited to the referral and follow-up systems of: mental and physical health, tutoring/mentoring, youth development/student leadership activities, and family related needs.
- Develop and coordinate an integrated service delivery system including internal and external providers that meet student and family needs.
- Co-Facilitate Coordination of Services/Care Team meetings with providers and high school administration to make sure services are being provided in a successful and efficient manner.
- Create administrative systems to ensure the smooth operation of the program, including space allocation, calendaring, on-going communication with service providers, including developing Memorandum of Understanding's (MOU's) and contracts with agencies to provide support services.
- Responsible for appropriate reporting and documentation of the program to both internal and external stakeholders. Including quarterly reports to the WCCUSD Office of Community Engagement and monthly reports to the City of San Pablo.
- Development and maintenance of referral and case management tracking system.
- Monitor achievement of project outcome goals and objectives.
- Facilitate meetings with providers and school administration to make sure services are being provided in a successful and efficient manner.
- Work with school staff to align academic and non-academic supports.
- Work collaboratively with the School Community Outreach Workers (SCOW), to conduct outreach to students and families about available resources and refer and follow-up as indicated.
- Support the writing of grants and develop other resources to increase and sustain program services.
- Build alliances and identify resources among community partners to provide supports and opportunities to youth and families that meet their identified needs and goals.
- Assist in the quarterly update of site based inventory of services and promotion of resources to students and families.
- Identify service gaps at and work with site and District and City staff in developing a plan for meeting those needs.
- Participate in agency, school district and city-related meetings.
- Support WCCUSD Title IX Office, as needed, to support equity leads and culture/climate support.
- Actively participate in West Contra Costa Unified School District School Based Health Center & Full Service Community Schools Coordinator meetings.
- Create opportunities for integration of youth leadership, parent engagement and family support throughout the full service community schools efforts.
- Program evaluation, including data collection, analysis and reporting.
- Meeting weekly with site Administration team or designee.

- Meet bi-weekly with WCCUSD Office of Community Engagement staff.
- Complete other duties as assigned and attend other site level, community, and District meetings as needed in support of the WCCUSD Full Service Community Schools Initiative.

EFFECT ON END RESULTS

- Ensure that all program reports and documentation is completed and submitted on-time.
- Maintain clear, neat and current files/records that include all required documentation.
- Ensure that the targeted number of youth and families are served.
- Attend all required meetings and trainings.

SAMPLE