

REQUEST FOR APPLICANTS DONALDSONVILLE FIRST PART-TIME CONTRACTED PROGRAM COORDINATOR

DEFINITION

To perform planning and coordination for a variety of facility use and relationship-building functions for the Donaldsonville FIRST Program including developing and managing community-based non-profit, and for profit partners, special developmental programs associated with program pathways; assessing and developing new community pathways, participant recruitment, assessment, and retention, outcome-based metrics, data tracking; and to provide professional level support for the management of the community hub center.

PROGRAM DEFINITION

The Donaldsonville FIRST Program is a multiple pathway “community hub” pilot program. The Donaldsonville FIRST (FAMILY, INNOVATION, RESOURCES, SUSTAINABILITY, TOGETHER) Program will offer comprehensive and critical support to families by connecting all available community resources "under one roof" to assist with the following goals: to improve the lives of families by increasing basic literacy skills, physical and mental health through organized activities such as the existing summer enrichment (literacy, math, and science skills) program; to provide access and referrals to families for food, housing, mental health counseling, teen pregnancy prevention, drug abuse/domestic violence prevention, and chronic health problems; to improve workforce readiness through career fairs, mentoring, internship, expungement assistance, and job placement assistance; and to offer youth opportunities for success and innovation through community service and leadership projects, college test preparation assistance, financial aid counseling assistance, and college application assistance guided by the existing Mayor's Youth Advisory Council.

CANDIDATE RESPONSIBILITIES

The position is a **part-time contracted position and is a 12-month grant funded program (funds are not secured to fund the position beyond the 12-month pilot grant period at this time)**. Selected coordinator will be released from his/her contract at the end of the 12-month period regardless of future funding. If funded beyond the 12-month period, selected candidates will be able to apply for either full-time, part-time, fully employed or contracted positions if applicable. The selected coordinator will begin by working under supervision to create a plan for soliciting resource providers, promoting the program, and recruiting and assessing program participants. Some community service and non-profit organizations are in place currently providing services in the community; therefore, the candidate will create connections to communicate and develop program pathways immediately. The coordinator will also begin recruitment and public outreach efforts to assess clients for the program upon beginning the role. The coordinator will also secure goods and services which can be deployed from the Center. The coordinator will manage day-to-day activities and data collection for outcome measurement reporting to the program supervisor. Program pathways include (but are not limited to) career readiness programs, workforce development, job fairs, youth after school and mentor programs, recreational and wellness activities (for all ages), arts programs, small business development programs, rescue resources for distressed families, and other programs as are noted in the Program Definition and those that are created as a result of ongoing needs assessment and the initial program plan rollout.

Monthly reports will be presented to the program administrator/director with quarterly audits being performed via one-on-one face-to-face appointments (if applicable). The contracted coordinator will be required to meet weekly with the program administrator/director to review progress, challenges, and outcomes.

DISTINGUISHING CHARACTERISTICS

The Program Coordinator is an entry-level class position and is contracted for one (12) month period. Contracted positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The coordinator will work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

The Program Coordinator receives general supervision from the Director of Community & Economic Development for the City of Donaldsonville. The position will provide direct supervision over support staff and volunteers as needed.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following: Plan, oversee, coordinate, schedule, develop, implement and evaluate various activities and events within the Donaldsonville FIRST Program Community Hub. The Coordinator will make presentations, lead or co-lead activities for youth, staff, seniors, volunteers, or residents; provide training for assigned activities. Recruit, on-board, and train support staff and volunteers as assigned. Interact with various organizations and systems including, but not limited to, community or neighborhood associations, faith-based/grass-root groups, businesses, schools, churches, law enforcement, and other segments of the community to assure adequate resources and services to meet the needs of the community.

The Coordinator will:

- Oversee and assist in scheduling activities, process cancellations, provide registration packets, confirm reservations, collect and process information and documents related to registrations, contracts, parent letters, insurance, rentals, fees, agendas and meetings for the steering committee related to record keeping duties as assigned;
- Manage inventory and equipment for assigned programs and activities;
- Answer and respond to emails and phone calls;
- Explain City and departmental policies and procedures and ensure that they are followed and implemented;
- Ensure regulatory requirements for any activities or programs are maintained;
- Work effectively with a variety of community or partnership liaisons and volunteers in implementing programs as assigned.
- Exhibit excellent customer service principles in interactions with program and activity participants and volunteers. Schedule and confirm staff availability for various shifts and/or events, including volunteers, train and/or answer questions of part time and intermittent staff and volunteers, and assist contract instructors and other volunteer users of City recreational facilities as assigned;
- Assist with preparing, copying, and/or distributing or posting promotional flyers and information related to community services events and programs related to areas of assignment;
- Schedule, coordinate, facilitate and/or attend various meetings and staff training as assigned;
- Oversee that safety protocols are enforced and compliance with fire, safety and ADA requirements in the use of City related programs and events as assigned;
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service;
- Ensure that appropriate licenses, permits, and certifications are routinely maintained to ensure compliance with industry standards as assigned;
- Foster an environment that embraces diversity, integrity, trust, and respect. Be an integral team player, which involves flexibility, cooperation, and communication;
- Perform scheduling; coordinate rides; participate in program budget development and tracking (if transportation/paratransit shuttle services are utilized);
- Perform dispatch and phone customer service duties;
- Assist seniors and persons with disabilities to use transit services.
- Conduct outreach activities;
- Partner with local facilities to coordinate and provide participant services including food bank programs; school uniform and supply donation programs, arts programs, etc.

MINIMUM QUALIFICATIONS

The Coordinator should demonstrate knowledge of: Principles, practices, and methods of implementing community, recreational and school-related programs, activities and events as assigned. Socio-economic, cultural and socio-emotional diversity. Principles and practices of excellent customer service. Relevant local, State, and Federal laws, rules and regulations related to area of assignment. Ability to: Learn to perform planning and coordination for a variety of functions for the Community Development Department. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Learn to maintain and inventory equipment used in various activities as assigned. Learn to maintain required documentation and records. Learn to respond to participant questions and refer complaints or concerns appropriately. Use sound judgment in recognizing scope of authority. Operate and use modern office equipment including computers and applicable software. Maintain attendance as determined by the approved schedule **proposed by the contractor.** Utilize appropriate safety procedures and practices for assigned duties. Establish and maintain effective working relationships with those contacted in the course of work. Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Experience: Some technical experience in area of assignment is desirable. Training: Equivalent of a High School Diploma. College equivalent of a Bachelor's degree from an accredited college or university is preferred (but not required). Possession of, or ability to obtain, a valid Louisiana Driver License.

TRAVEL

Some travel will be required at the contractor's expense. Travel outside of local travel **may** be reimbursed with prior approval of the Program Director.

CANCELLATION FOR NON-PERFORMANCE

Contractors will be required to have regular feedback sessions with the Program Director. Contractors that receive more than 2 unsatisfactory reports may be terminated for non-performance without penalty to the Program. The Contractor may also self-terminate a contract with a 30 day notice to the Program Director.

WORKMAN'S COMPENSATION INSURANCE

Contractors are required to carry workman's compensation insurance according to Louisiana Law. Applicable contractor must provide such in writing prior to beginning employment.

PAYMENT

Contractors will invoice the fiscal agent (The Donaldsonville Area Foundation) upon execution of the contract for one month in the amount of 1,000.00. Similar invoices should be submitted on or between the 1st and 5th day of the beginning of each month in order for timely payment. Bill's will be paid within 30 days of issuance of the invoice. Automatic payments may be setup for ease of payment.

REMIBURSEMENTS (as approved)

Reimbursements for expenses or travel must be submitted in a separate invoice if and only if pre-approved prior to expense incurrence by the Program Director.

TAXES

As a contracted position, taxes will not be deducted from monthly payments. The selected candidate will receive an IRS 1099 Form prior to the predetermined date as outlined by the Internal Revenue Service; generally, on or before January 31 of the year after completion of the contract.

OCCUPATIONAL LICENSE | W9 | CONTRACT

Selected candidates must acquire an occupational license to operate as a sole proprietor from the City of Donaldsonville. License applications may be downloaded from the City of Donaldsonville's website at www.donaldsonville-la.gov under permits and forms. The selected candidate must provide a W9 prior to being appointed. A standard contract agreement will be used to execute the agreement between the candidate and the Donaldsonville Area Foundation.

KEYS & ACCESS

The contracted employee will be provided an office with supplies and have access to keys to the Community Hub as well as responsibilities for maintaining the center's alarm system while entering and exiting the facility. Internet and phone service will also be provided free of charge.

APPLICANT PROPOSALS & DEADLINE

Interested applicants should submit a resume of qualifications to Lee Melancon by emailing lee@donaldsonvillefoundation.org. The deadline to respond to the "Call for Applicants" is September 11, 2020 by 12noon. Applicants received after this date and time will not be considered.