



Martha's Vineyard Community Services, Inc.

Assistant Program Coordinator, Early Childhood Programs

Job Description

Job Summary

The Assistant Program Coordinator supports the Program Director in the overall management of our Early Childhood Programs, ensuring that program goals and philosophies are fulfilled.

Job Responsibilities and Essential Functions (essential functions*):

1. Responsible for general administrative duties and tasks including the following: answer, screen and transfer inbound calls; greet visitors and provide information about programs offered; coordinate maintenance of office equipment; maintain office supply inventories; respond to requests for information and data; prepare purchase requests for Program Director to review and sign; reconcile credit card statements for Program Director review and sign.
2. Responsible for all tasks associated with billing and reporting for parent fees; state, federal and local contracts; and grants as assigned by the Program Director.
3. Prepare deposits and apply payments to individual records.
4. Coordinate and facilitate Child Care Financial Assistance (CCFA) eligibility and reassessment meetings with families. Outline and collect documentation required, determine eligibility and create placements in the CCFA system.
5. Collect and review applications and determine eligibility for the Child and Adult Care Food Program (CACFP).
6. Maintain children's records, including physicals, immunizations and all required parent forms within the Procure system.
7. Maintain Central Injury Log and review monthly with EEC Program Coordinator.
8. Schedule and facilitate monthly evacuation drills. Review notes with EEC Program Coordinator.
9. Attend trainings and participate in webinars as required by contracts.
10. Maintain the EEC wait list, orienting parents to the program and serving as an on-going liaison.
11. Create a schedule for progress reports, ensuring timely completion and arranging family conferences.
12. Assist with meals, communicating with MV Regional High School as needed.
13. Provide classroom coverage as needed.

Qualifications:

- Teacher Certification through the Department of Early Education and Care
- A minimum of 3 years of experience working with young children and families
- Strong written and verbal communication skills
- Strong computer literacy
- Ability to foster a collaborative, team-oriented work environment
- Organized, flexible and compassionate

- Able to supervise children visibly; climbing, bending, lifting (up to 40 lbs.) and moving quickly as needed

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.