



**AVANCE PERSONNEL POSITION DESCRIPTION**  
**Site Coordinator**

**JOB TITLE: Site Coordinator**

<b>LEAD ORGANIZATION: ELNC</b>
<b>SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church</b>
<b>EMPLOYEE STATUS: Exempt- .5 FTE</b>
<b>SUPERVISOR LEVEL: Supervisor</b>
<b>STAFF SUPERVISED: Parent Educator, Home Educator, Toy Instructor, Supervisor of Children’s Services and Cook</b>
<b>REPORTS TO: New Hope Baptist Church Project Director and ELNC Project Coordinator</b>

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**SECTION I – CERTIFICATION AND AGREEMENT**

**SUPERVISOR’S CERTIFICATION:** I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

\_\_\_\_\_  
New Hope Baptist Church Project Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ELNC Project Coordinator

\_\_\_\_\_  
DATE

**SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES**

**The primary purpose of this position:** This position is responsible for overseeing the coordination of AVANCE services, daily operations, and staff at the site level and acting as liaison with the ELNC AVANCE Project Coordinator.

**ORGANIZATIONAL GOALS AND OBJECTIVES:** By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the

personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

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### **SECTION III - JOB RESPONSIBILITIES AND STANDARDS**

**DUTY 1:**

**Oversee the AVANCE Parent-Child Education Program at the site level.**

The work involves overseeing site staff in the implementation of AVANCE services and assures adherence to established quality standards.

**DUTY 2:**

**Provides technical assistance and support to the site staff as necessary.**

**DUTY 3:**

**Track, compile and report all required data.**

**DUTY 4:**

**Work with ELNC AVANCE Project Coordinator to develop and implement any corrective action plans necessary based on program results and compliance monitoring.**

**DUTY 5:**

**Performs additional duties as required.**

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### **SECTION IV - KNOWLEDGES, SKILLS, AND ABILITIES (KSA)**

1. Knowledge and experience coordinating public or non-profit program.
  2. Knowledge and experience in the organization, management, and administration of child/family support and outreach services.
  3. Ability to plan, organize and direct the functions of staff.
  4. Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
  5. Knowledge of safety regulations, practices, and procedures.
  6. Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions.
  7. Ability to work well with others in a team approach.
  8. Skill in the use of automation software and related equipment.
  9. Ability to communicate effectively, both orally and in writing.
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## **SECTION V - SPECIFIC HIRING CRITERIA:**

### **WORK EXPERIENCE**

#### **1. Required (2 of 3):**

1. 1 year's experience in management or supervision
2. 2 year's experience working with adults and children or in a family support services environment
3. 5 years experience in planning, implementing and/or administering a public or non-profit program

### **EDUCATION**

#### **1. Required:**

1. Bachelors Degree in Education or related field
2. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program

#### **2. Preferred:**

1. Bachelor's Degree in Early Childhood Education or Social Services Field, or Psychology, or Social Work or Equivalent Education

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## **SECTION VI – Requirements**

### **Requirements of the position:**

1. Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
2. Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
3. Walking, standing, bending, and carrying of small and light objects.
4. Guidelines include applicable AVANCE, local, state, and federal directives and standards. Staff uses judgment to select, interpret, and apply the most applicable guideline to a particular situation.