

Order Number:

NY1474109

Date Job Order Received:

08/02/2023

Number of Openings:

1

Company Name:

Cornell Cooperative Extension Association of Jefferson County

Job Title:

After School Program Coordinator

Minimum Experience Required:

2 years

Job Description:

Title of Position: CARTHAGE/AUGUSTINIAN ACADEMY AFTERSCHOOL PROGRAM COORDINATOR Details of Position: F/T, 40 hrs/wk; \$17.25/hr Location of Position: Carthage Central School/CCE Jefferson County, 203 N. Hamilton Street, Watertown About the Position: This position will serve as the Carthage Middle School and Augustinian Academy Afterschool Program Coordinator for Cornell Cooperative Extension Association of Jefferson County in support of the 21st Century Community Learning Center (CCLC) Afterschool Program. The Afterschool Program provides comprehensive youth development opportunities for youth in grades K to 8 from Carthage Middle School and Augustinian Academy. The Program Coordinator will provide program coordination and supervision to assist the Afterschool Director in ensuring the program meets health, safety and licensing standards and offers a quality youth development educational experience. This position will assist with Afterschool Program academic improvement initiatives, meeting the program objectives/goals and working with the Outside Evaluators on evaluation protocols. This position will utilize existing program resources and materials in program work, and will assist in delivering educational programs as defined. The Program Coordinator will provide supervision to Association Temporary Program positions assigned to the Carthage Middle School and Augustinian Academy Afterschool Programs. Required Qualifications: Bachelors Degree or equivalent education (Associates Degree and 2 years of transferrable program/functional experience). Experience relevant to the role of the position. Valid NYS Drivers License and the ability to meet travel requirements associated with this position. Ability to meet all School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing requirements (i.e. Tuberculosis Test, physical exam, training requirements). Ability to work flexible hours which may include evenings and/or weekends, as appropriate. Excellent benefits package upon employment and based on eligibility, to include, but not limited to: New York State Health Insurance Program; dental insurance; New York State Employee Retirement System; vacation, personal and sick leave; etc. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. Attention Applicants: Please be aware of the following If you are employed by a government or not for profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness(PSLF) Program. PSLF forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying

repayment plan while working full time for a qualifying employer. All Applicants must apply online to be considered for this position by September 15, 2023. www.ccejefferson.org and click on jobs. EOE/ADA Employer

Job Location:

Carthage, New York

Pay:

\$17.25 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Pearson, Jane (315) 788-8450

Email: jep347@cornell.edu

Web-site: <http://www.ccejefferson.org>