



Program Coordinator

Primary Duties

- Responsible for supporting teaching staff with the implementation of policy and work as a part of the Leadership Team to ensure that the curriculum and DHCCDC best practice are implemented daily.
- Responsible for implementing process of enrollment and disenrollment
 - Maintain interest list for the program
 - Maintain accurate rosters
 - Contact parents when space is available
 - Organize and schedule tours upon request
 - Maintain log of all interested parents and ensure follow up information is provided
 - Complete enrollment steps and ensure spaces are filled efficiently
 - Ensure staff are aware of newly enrolling families and disenrolling families
- Responsible for creating and maintaining marketing materials for both internal and external relationships (teachers and parents)
 - Maintain current information on center website
 - Create and inventory marketing materials
 - Attend community events representing the center to recruit staff and promote our program
 - Maintain uniform inventory for staff and order new materials as needed
- Support recruitment of teachers and staff
 - Post advertisements for open positions
 - Collect required initial documents
 - Schedule and complete initial tour of the facility
 - Upon hire ensure new staff complete required background checks
 - Complete new hire orientation (facility and safety)
- Responsible for facility maintenance and supply acquisition
 - Maintain positive relationships with current vendors and make arrangements for repairs as needed
 - Order health and safety supplies
 - Work closely with center chef to order weekly food supplies for the center
- Responsible for supporting special events for families and internal meeting preparation
 - Setup and organization for family events and professional development days for staff

- Order food and setup for event

Other Duties

- Responsible for opening or closing the facility and supporting staff during that period as needed
- Monthly staff meeting attendance is required
- Duties as assigned

Required Skills

- Knowledge of and proficiency using:
 - Word
 - Excel
 - Communication via email
 - Accessing the internet for research and information
- Knowledge of Creative Curriculum, NAEYC, QR, and GELDS
- Ability to listen and communicate well verbally and in writing
- Knowledge of early education and experience in recruitment staff
- Strong time management skills
- Ability to maintain confidentiality for families and staff
- Ability to perform required duties in a school setting and with disruption
- Ability to lift 40lbs while traveling upstairs

Preferred Skills

- Knowledge of Procare and Wordpress
- Knowledge of enrollment and facility management in a school setting

Competencies

- Willingness to support a diverse team of educators and families
- Ability to take initiative to prevent and solve problems
- Ability to be accountable for outcomes and to learn from mistakes
- A commitment to excellence and to the mission of our center

Relationships

- Program Coordinator reports directly to the Director
- Program Coordinator works closely with Business Manager (enrollment/disenrollment and hiring process)
- Program Coordinator works closely with the Team Leaders to ensure policy, curriculum, and DHCCDC are implemented daily
- Program Coordinator will interact with teaching staff to provide support, training, information, and redirection as needed.