



Vacancy Announcement

Title: Advantage Afterschool Program Coordinator (Full-time) 35-40 Hours/Week	
Department: Youth Services	Status: Non-Exempt
Responsible To: Director of Youth & Prevention Services	Hourly Rate: \$18.00 - \$21.00/hour

Position Summary:

Family Service Society, Inc. is interviewing for a full-time (35 hours/week) Program Coordinator for the Advantage After School Program at the Corning Painted Post Middle School. A self-motivator with high energy who can work independently and supervise others would be perfect for this role. A good candidate will also have experience working with, recruiting and mobilizing youth of diverse backgrounds. Experience working with high risk youth and their families is a plus. Excellent organizational, interpersonal, written and verbal communication skills with experience developing and directing activities is highly desirable.

Duties include but are not limited to: Participating in program design, planning, administration and monitoring of the Advantage After School Program to meet the needs of clients, goals of Family Service Society, Inc., and commitments to funding sources. Maintaining appropriate client records. Completing reports as needed. Scheduling and supervision of staff and volunteers to meet program needs. Networking with youth and parents to gain input for program planning and implementation. Making referrals to other organizations and agencies as needed. Networking and maintaining positive working relationships with other youth serving agencies and agencies providing services to the Advantage After School Program youth. Making community presentations as assigned by Youth Services Director.

Agency Culture for Youth Services Employees:

The Program Coordinator will receive daily support and regular supervision from the Program Director. Training to provide direct care services and supervisory skill growth is provided. (ie. CPR/First Aid, Youth Mental Health First Aid/Mandated Reporting). The Program Coordinator will also receive staff development to further their skillset and knowledge base. The Program coordinator will complete the OCFS Directors Health and Safety Course and must complete 30 hours of approved OCFS trainings every two years

Family Service Society, Inc. understands the significant amount of energy staff members use to provide the best possible care and programming to at-risk youth in our community. Our agency's culture is to be as flexible as possible to meet staff needs for self-care and training.

Agency Culture for Youth:

Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout our programming and with community partners, as a youth-friendly environment is vital for youth to feel comfortable and safe.

Education and Experience Requirements:

Candidate must be approved by OCFS, meeting the requirements in the table below. Two years direct experience working with children under the age of 13 years including at least one year in a supervisory capacity in a child care program or related field of work. Criminal background and State Central Register check conducted. Valid NY State Driver's License and auto insurance which meet agency standards are mandatory. Reliable transportation is required. EOE. The successful candidate must be able to

unconditionally serve youth and families who are diverse in their race, culture, religion, economic status, sexual orientation, gender identity, and abilities.

Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field	AND	Two years direct experience working with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work.
OR		
New York State Children's Program Administrator credential	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a child care program or related field of work.
OR		
School Age Child Care Credential or other Office recognized credential specific to the school-age developmental period.	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a child care program or related field of work.
OR		
Two years of college with 18 credits in Child Development, Elementary Education, Physical Education, Recreation or a related field	AND	Two years direct experience working with children under the age of 13 years including at least one year in a supervisory capacity in a child care program or related field of work.

Employment Opportunity Policy:

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Full-time Employee Benefits:

Family Service Society, Inc offers robust benefit options to help you maintain overall health and well-being.:

- Medical – 4 different plans are offered to allow employees to choose the right coverage for them
- Dental
- Vision
- Flex Spending Accounts
- Life Insurance
- Optional Life Insurance
- 401(K) and Matching
- Employee Assistance Program

In addition to these benefits full-time employees are given a generous amount of paid time off.

- Vacation, Sick, Floating Holidays, Personal Time, Bereavement Leave
- 12 Paid Holidays/Year, when they fall on your scheduled work day

Contact Information:

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.

charlanowe@familyservicesociety.org

280 Princeton Ave Ext.

Corning, NY 14830

Our Mission Statement:

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

