VAST Program Coordinator

Description:

The Valuable After School Time (VAST Program Coordinator performs duties to engage and organize individuals in the volunteer support for all VAST programs. The VAST Program Coordinator will coordinate program volunteers and assist with homework tutoring, reading development and field trips for elementary and middle school aged children, with a goal of long-term success for each child and fostering positive relationships with the community. This position does not directly supervise City employees but will coordinate and direct volunteers and independent contractors. This is a part-time position, working weekday afternoons, with some night or weekend events.

Essential Functions

- Designs, plans and implements volunteer program strategies.
- Coordinates and directs volunteer hours for the VAST Program.
- Prepares administrative and statistical reports on the nature, extent and value of volunteer services for the Program.
- Assists in implementing daily activities geared toward improved child educational skills, as well as strengthening individual life skills for future success.
- Communicates effectively with children and parents.
- Monitors children in less structured environments such as playgrounds and field trips.
- Interacts with community groups, civic groups and the general public.
- Serves as liaison between City staff and volunteers.
- Assists individuals and families with connecting with community resources.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Regular and timely attendance are required for this position.
- Interacts professionally and respectfully with the public, co-workers and others in the course of daily work.

Skills Required:

- Exceptional customer service, leadership, collaboration, organizational and time management skills are necessary to the success of this position, as well as a focused teamwork orientation and the ability to identify avenues that positively impact the community and the children in the program.
- A positive and encouraging attitude, approachable mannerism, and a calm demeanor.
- Acute attention to detail.
- Ability to adapt to change.
- Ability to understand and follow oral and written instructions.
- Ability to coordinate multiple assignments and work independently with little supervision.
- Ability to communicate effectively with City staff and the general public.
• Ability to obtain and maintain TCIC/NCIC access.
• Ability to access internet and intranet to complete assignments.
• Ability to read and understand applicable police department policies and procedures.
• Ability to stand for extended periods of time in varying types of weather conditions.
• Ability to work outdoors in various weather conditions and lift and carry supplies.
• Ability to sit for extended periods of time to operate required office equipment, including computer keyboard, printer, typewriter, calculator, copier, telephone and fax a machine. Knowledge of Word, Excel, and Publisher or similar publication software is a plus.
• Ability to maintain accurate records with attention to detail.

Education Required:
• High School Diploma or GED and two years of experience working with individuals in a group setting, or two years of college credited hours (60 hours); or an equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
• Course work in sociology, education, or a related field of study is preferred.
• Prefer a minimum of two years of experience creating and/or implementing educational or non-profit programs benefitting individuals in need or considered at risk and six months of supervisory experience.
• Bilingual in Spanish and English preferred.
• Must pass a Federal/National criminal background investigation, polygraph and credit check.
• Must have a valid Texas driver's license with an acceptable driving record as defined by City policy.
• Must pass a pre-employment basic physical, drug screen, vision Titmus (color perception) screening, Ishihara vision screening, and a functional assessment screening (Level 2).
• Due to Criminal Justice Information Security (CJIS) requirements, the candidate must never have been convicted, put on court-ordered community supervision, or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order. Class A Misdemeanor Conviction, Deferred Adjudication or Felony Conviction are permanent disqualifiers.
• Must be in compliance with the department's drug and tattoo policy.

Salary:
$16.18 - $22.65/hr

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