



After School Discovery
P. O. Box 113, Ashtabula
440-993-1060
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Job Description

Title: Community, Family & Event Coordinator

Qualifications:

- College degree in education/related field preferred
- Ability to work cooperatively with staff, administration, students, parents, and the community to plan and implement program objectives
- Ability to work with Program Directors at different sites
- Excellent communication skills
- Ability to oversee the implementation of the program goals, specifically #3:
 1. to improve student achievement
 2. to provide a safe, secure and inviting learning environment
 3. to increase the level of parent and community involvement
- Ability to utilize social media in marketing ASD programs
- Ability to take direction from supervisor

Responsible to: Executive Director

Requirements: Available to work after school hours; some evenings
Flexible hours; approximately 20 hours per week

Job Goal: To assure program planning, implementation, and evaluation for Celebrate Primary and Quest 305 that contributes to increasing the level of parent and community communications and involvement.

Performance Responsibilities:

1. Take action steps to plan, implement, and evaluate Celebrate Primary and Quest 305 Family events and programming so that it aligns with the written goals of the program
2. Take action steps to plan and implement daily/weekly facebook posts, website updates, monthly press releases and quarterly newsletters
3. Take action steps to have pre and post surveys completed by students and parents in both Celebrate Primary and Quest 305 programs.
4. Maintain communication with Celebrate Primary & Quest 305 staff, ASD staff and administration and community partners.
5. Develop and maintain lines of communication with AACCS administration/staff and other partners as well as parents and the greater community
6. Provide written reports as requested
7. Plan Advisory Board Meetings & work with them to assure the success of the program
8. Other duties as requested by the Executive Director