

Summer Outreach Coordinator

Job Description

Department:	Preschool Education
Reports To:	Executive Director
Salary Range:	Non-Exempt (Temporary) - \$19.25 per hour. Up to 25 hours per week
Work Period:	Anticipated Start, January 1, 2020; anticipated end, April 30, 2020

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. Is positive and open to receive and provide constructive feedback.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrated accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty and sensitivity.

Skills, Competencies, and Experience

- Knowledge of community resources available to families with summer camp age children in the Sand Point area.
- AA degree in Business, Marketing, Communications, Sociology, Family Service or related field. BA preferred.
- Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
- Ability to work flexible schedule, including evenings and weekends as required.
- Excellent skills in excel and data processing proficiencies including MS Word, Publisher, other applications. Knowledge of basic office equipment: copy, fax, voicemail, etc.
- Able to speak before small and large groups: answer questions and give program information.
- Excellent oral and written communication skills to include organizational & time management skills.

Accountabilities

Outreach and Recruitment

- Create, plan, schedule and implement a summer camp program for Denise Louie's Mercy Magnuson Place site.
- Work with agency staff to create plan and staffing for summer program
- Analyze expenses and revenue for summer program
- Establish partnerships with community agencies such as licensed child care programs, community centers, parks & recreation programs for referrals for children and their families to the Summer Program.
- Establish and implement an efficient process for the application, enrollment, placement, and orientation of children and parents entering the summer program
- Develop and maintain policies and procedures for recruitment, application, enrollment, placement, and orientation.
- Create a job description for the summer camp coordinator who will oversee the day in and day out of the summer program from June to August 2020
- Create and distribute marketing materials for summer program
- Recruit and enroll 30 kids for the summer program
- Developing, implementing, and evaluating a work plan and timeline for the above.

Application, Registration, Placement, Withdrawal

Responsible for managing all applications for eligibility, file monitoring, registration, placement, attendance review, withdrawal procedures, and all corresponding follow-up. This includes:

- Verifying the eligibility of applicants.
- Organizing a process for registration for completed, eligible applicants.
- Participate in placement of children into the classroom.
- Establishing children's files; ensuring files are properly maintained.
- Reviewing all files for information needing follow-up, including:
 - Reviewing applications and identifying children with special needs/mental health, health and/or nutrition concerns who need immediate follow-up; transmitting special needs/mental health, health and/or nutrition information to the appropriate center staff; to ensure the development of a classroom accommodation plan; and,
- Organizing, with program staff, a process for orientation for placement of children;
- Monitoring child/family status, ensuring processes for and information concerning withdrawals are followed; and, other duties as assigned.

Physical Demands and Work Environment

While performing the duties of this job, the Summer Outreach Coordinator is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.

To Apply:

Please fill out an [employment application](#) online and submit with a cover letter and resume to jobs@deniselouie.org and/or by mail/fax to: Denise Louie Education Center, 5333 15th Ave S. Seattle, WA 98108 or fax: (206) 767-2919. The employment application can be accessed by clicking on the link above or by visiting our website at <http://deniselouie.org/careers/current-openings/>.