



10 Edward Street
Worcester, MA 01605
508-791-6849

Making a difference academically, socially and emotionally.

JOB OPPORTUNITY NOTICE

Date Posted: **2/24/2020** Requested Start Date: **ASAP**

Job Title: Site Coordinator School Age Program
Location: Worcester, Massachusetts
Reports To: School Age Coordinator

Description of Essential Functions of the Position:

Responsible for the daily operation of program under the direction of the program coordinator/assistant coordinator and in accordance with the Department of Early Education and Care (DEEC) and agency regulations including directing staff, overseeing program curriculum, ensuring the safety of children and establishing rapport with families.

Candidates Must Meet the Following Requirements:

Requirements: Must be at least 20 years of age and meet one of the following sets of requirements:

- a. A minimum of a high school diploma or its equivalent, one year experience working with school age children
- b. Bachelor's degree or Associate's degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and nine months experience working with school age children preferred.

Knowledge of DEEC/DCF regulations

Experience communicating with culturally, linguistically, developmentally, and age diverse groups

Experience in establishing and maintaining positive, trusting, supportive relationships.

Basic knowledge of computers and basic software programs used at the agency

Ability to speak Spanish preferred

Ability to work independently / Be self-motivated

Good written and oral communication skills.

Possess excellent inter-personal and leadership skills

Knowledge in developmentally appropriate practices for ages 5-13

Demonstrate excellent organizational skills

Other Requirements:

First Aid and CPR Certificates

Reliable transportation

Ability to successfully complete a CORI review annually

Ability to successfully pass DEEC required fingerprinting

Job site assignment may change based upon program needs

Preferred: Experience with QRIS

Other Comments:

Please contact: _____gene sims_____@ _____508.791.6849_____ or gsims@rainbowcdc.com for more information regarding this open position or to make an application/ submit resume.