



Position Title: Coordinator of Educational Services

Reports to: Director of Programs

FLSA: Full time

Nature of Work

Under supervision of the Director of Programs, the Coordinator of Educational Services holds overall responsibility for the provision of educational programs offered by the agency. The program coordinator is responsible for delivery of service, curriculum development, staff/volunteer/intern supervision. The program coordinator will also be involved in providing direct services of educational services.

Essential Functions

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The coordinator may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Facilitate Personal Safety classes with the school districts throughout Dutchess County maintaining the integrity of the training implemented
- Recruit, train, and supervise educational program staff
- Maintain ethical and professional boundaries with students as a program facilitator
- Complete staff annual performance evaluations
- Provide support to all educational staff, including when disclosures need to be made to the SCR
- Maintain program evaluations and supplies
- Coordinate and maintain schedule with all schools for the Personal Safety Program
- Coordinate with the Community Education program as needed to support program objectives
- Maintain up to date knowledge of mandated reporter requirements should students disclose abuse
- Bring all concerns and issues to the immediate attention of Director of Programs and/or Executive Director.
- Build teamwork with all program staff, volunteers and interns. Schedule weekly supervision meetings.
- Return all phone calls, emails, and fax requests in a prompt manner
- Participate in all required staff/agency meetings
- Attend conferences and/or training sessions as requested or required
- Stay current with new theories, issues, and evidence-based practices in personal safety, oversee Personal Safety Program curriculum development as needed.
- Assist with preparing of monthly and quarterly reports as required by the Program Coordinator
- Writing grant renewals, and seeking new grant opportunities for programs
- Maintain monthly, quarterly, and yearly reports of numbers, and other information needed for the agency and/or grants
- Communicate the Child Abuse Prevention Center mission to the community at outside events

Our mission is to prevent child abuse in the Mid-Hudson Valley.





Employment Standards

Associates Degree in Human Services or related field with 2 years of experience working with children with and/or group facilitation. Valid Driver's License and proof of current valid insurance.

- Special Requirement: This position requires an automobile, a valid NY State driver's license and proof of valid insurance
- Must submit to, and pass, a criminal background check and a child abuse registry check.

Working Environment/Physical Demands

Work is performed in an office environment and at schools throughout Dutchess County; light physical demands; frequent use of a computer; driving to locations to facilitate classes throughout Dutchess County.

Knowledge and Skills Required

Knowledge of:

- Child Development
- Child abuse, Neglect, Maltreatment
- Record Keeping, Data Entry
- Appropriate language to use with children

Skills In:

- Communication, oral and written
- Ability to work with diverse population in non-judgmental manner
- Proficiency with Microsoft Office and database management
- Effective time management and organizational skills
- Ability to work with a team and independently
- Ability to multitask
- Presentations, performing and creating

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