



## Job Posting

---

**TITLE:** Miracle Site Coordinator

**DEPARTMENT:** Miracle II

**REPORTS TO:** Senior Grants Manager

**CLASSIFICATION:**  Non-Exempt  Exempt

### **Position Summary:**

Engage and inspire young people in elementary school to learn and grow to be responsible adults. Prepare students in elementary school for on-time grade promotion by creating educational activities that are fun and engaging. Provide assistance with daily homework and school projects, adapting to a range of learning styles. Guide students through various projects via the Miracle University programs to enhance students' knowledge and create future-ready leaders. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a clean, safe environment for children and adults within the program space.

### **Duties**

Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made available to enable individuals with disabilities to perform the essential functions.

### **Key Roles:**

- Provides management of the implementation plan for the 21st Century Community Learning Center Grant known as "Miracle Plus" or "6 Years From Now" under the approved grant application and ensures program adherence to grant parameters and guidelines.
  - The Miracle Site Coordinator is responsible for developing a program schedule at the assigned site in collaboration with principals, lead teachers, and providers in compliance with approved grant applications.
  - Ensures the program correlates to the school day curricula, serves individual student needs, and employs a continuous improvement model.
  - Recommends staff and supervises their development and daily activities and is responsible for outcomes.
  - Manages the daily program operations and makes defensible decisions regarding implementation.
  - Collects data to determine program effectiveness, including schedules (time allocations), materials, and staff, and implements revisions necessary to meet

- students' academic and social needs.
- Researches costs, availability, and other needed information associated with materials, supplies, and other program components.
- Monitors site budgets in collaboration with the Senior Grants Manager, including payroll, expenditures, purchase requisitions, and balances to ensure the relevance of spending to project goals.
- Establishes and maintains accurate personnel rosters and timesheets (PARs) to ensure accurate payrolls for grant site staff.
- Collaborates with school district (CCPS) administrative staff and teachers to coordinate and complete all assigned project components, including reports and schedules.
- The Miracle Site Coordinator will prepare required reports and summaries within the prescribed timelines, including the State's program progress and evaluation requirements.
- Monitors grant activity timelines to provide regular progress updates to supervisors and others as requested.
- The Miracle Site Coordinator will promote good communication among partners and school/district-based staff.
- Functions as a high-level contributing team member consistently demonstrating Habits 4 (Win-Win), 5 (Seek First to Understand), and 6 (Synergize).
- The Miracle Site Coordinator will help acquire additional resources, including interdepartmental collaboration and community-based support for the project.
- Delivers program sessions at program sites which may include but are not limited to Personal Leadership (7 Habits of Happy Kids/Highly Effective Teens), Career Awareness, Service Learning, and student team coaching.
- Establishes and attains personal, professional development goals.
- Performs other duties as assigned.

### **Supervision Exercised**

Part-time program staff of at least five employees.

### **Working Relations**

Internal-- Interfaces with Boys & Girls Club of Collier County staff daily to give and receive information.

External-- Interfaces with state and federal agencies, suppliers and vendors, and the general public to exchange, gather, or provide information on projects or programs.

### **Minimum Requirements**

Equivalent Education Level -- Bachelor's Degree, preferred.

Experience -- Two years' experience in grant administration or program operations, managing budgets and implementing project plans, preferred. Individuals should demonstrate a level of meeting task deadlines and working directly with administrators, teachers, other school staff, or similar staff positions.

### **Essential Knowledge/Skills/Abilities**

- Ability to adapt to a changing environment and handle multiple priorities
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to read, analyze, and interpret the complex documents

- Ability to create and maintain accurate databases and retrieve information quickly and efficiently
- Ability to write routine reports and correspondence using correct language and grammar
- Ability to calculate and analyze data such as proportions and percentages
- Proficient in Microsoft Office including Word, Excel, PowerPoint, and Outlook
- Ability to learn website development and management
- Ability to speak effectively before groups of students or adults
- Ability and motivation to research and continuously learn and apply learning in practical settings
- Ability to work effectively with a team and demonstrate leadership in improving outcomes
- Ability to resolve problems professionally and with sound judgment and a "win-win" mindset

### **Physical Requirements**

While performing the duties of this job, the employee may need to do the following:

- sit for long periods, talk and hear
- stand and walk
- use hands to finger, handle or feel and reach with hands and arms
- use hands and finger coordination to write and type
- lift and move up to 25 pounds on occasion
- have the ability to use close vision, distance vision, and the ability to adjust focus

### **Other Requirements if applicable**

- Reliable transportation is necessary for travel throughout the region.
- Attend various functions and meetings which may occur before or after regular business hours.
- Possess a valid Florida Driver's License and Insurance.

### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

### **To Apply:**

Qualified interested candidates will send a cover letter, resume, and salary requirements to the HR Dept. The position will remain open until filled.

**EOE/DFWP/SFWP**