UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Early Childhood Jumpstart Program

DIVISION: Academic Affairs (University College)

REPORTS TO: Director School of Education

GRADE: 7

SUPERVISES:

BASIC FUNCTION:

Oversee all grant/research activities for the Jumpstart Program. Responsible for placing college students in service-learning experiences with children ages 3-5 in the South County and Providence areas. Collaborate with Jumpstart instructors in the Kingston and Providence programs. Gather and analyze program-related data for mandated annual reports for funding agency(ies). Manage all aspects of grant preparation and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Principal Investigator(s) for Jumpstart grant with grant preparation, implementation and evaluation. Serve as the point of contact for all parties involved with the grant.

Recruit, train, supervise and evaluate approximately 70-80 Jumpstart corps members to maintain the quality of the Jumpstart educational program, while fostering family involvement.

Responsible for writing funding progress reports and proposals as needed, including paperwork required to ensure the production of the proper fiscal reports for the Jumpstart grant. Manage the grant's budget including all reimbursements and payroll functions.

Responsible for data collection and for organizing and writing relevant required reports.

Establish and maintain consistent communication with and feedback from local early childhood programs hosting Jumpstart.

Establish and maintain consistent communication with faculty teaching in the academic component of Jumpstart.

Responsible for all state and federal requirements for work
with children (e.g., BCI background checks on all Jumpstart corps members).

Participate in regular staff meetings and one-to-one meetings with supervisor at the University and Campus Champion. Collaborate with other departments on campus in order to ensure the effective operations of Jumpstart at the University, and to develop and maintain excellent University relationships.

Monitor monthly budget-to-actual data and be prepared to share this information with the regional Jumpstart office.

OTHER DUTIES AND RESPONSIBILITIES:

Through regular communication and joint planning with Jumpstart staff and relevant campus departments and offices, support the institutional development, sustainability, and expansion of the Jumpstart program and public relations initiatives.

Work effectively with University financial aid staff and Internship Office staff to identify relevant regulations and to ensure that work-study and internship credit is being properly processed for corps members.

Attend AmeriCorps training and conferences as required.

Fulfill Jumpstart national obligations by participating in weekly one-on-one meetings with Jumpstart regional program director, bi-monthly program conference calls and additional conference calls and workgroups as appropriate.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; three years of experience in early childhood education and/or experience in an early childhood setting (related experience gained through summer employment and internships acceptable); demonstrated management and leadership abilities working with a variety of people, including volunteers, student workers, and college students; experience building and maintaining strong relationships with university personnel and/or community organizations; familiarity with word processing, spreadsheet and database management software; willingness to work evenings and weekends as needed; demonstrated experience dealing
QUALIFICATIONS (cont’d):

with diverse populations.

Preferred: Experience working with grant-based projects; experience with Head Start; experience working with project or program budgets; experience with WBRS federal database for AmeriCorps programs.

ALL REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.