UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Military Kids Program

DIVISION: Academic Affairs (CELS Cooperative Extension/4-H)

REPORTS TO: Educator III (4-H Program Leader)

GRADE: 8

SUPERVISIONS: Graduate/Undergraduate Students & others as assigned

BASIC FUNCTION:

Provide day-to-day oversight for the Military Kids Program (OMK). Manage State Operation Military Kids Team. Develop and deliver outreach programs to military youth and create/expand military and community partnerships. Present workshops and trainings. Find new sources of funding and engage in grant writing. Recruit and manage volunteers to support OMK programs. Produce newsletters and annual reports. Manage separate camp grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage educational outreach initiatives.

Oversee military, corporate, and local partnerships.

Develop grant proposals. Seek new funding partnerships with corporate and charitable sources, federal agencies, and the University of Rhode Island.

Produce newsletters and annual reports, and oversee OMK grant reporting at the local, state, and federal levels.

Relate and adapt current OMK curricula for use with military youth and in the training of school guidance counselors, teachers, and community agencies. Develop new educational themes and support to improve the educational experience of military youth.

Develop and lead teacher professional development workshops regularly, and work with certified teachers among the OMK partnership to demonstrate and incorporate the needs of military youth and families in educational best practices.

Recruit and manage a broad base of military and civilian volunteers and subject matter experts who will support OMK educational programs, including the Ready, Set, Go! program, Speak Out for Military Kinds program, and other OMK programs, e.g., camps, workshops, and special events.
Develop and coordinate large-scale projects. Manage and direct the logistics of statewide Partner and Family educational programs and events as required (e.g., Annual Report Event, State Family Events, Partner Events).

Interface with military community contacts at the University, the Rhode Island National Guard, NAVSTA Newport, and all other agencies serving military youth and families. Interface with civilian agencies who serve military families in their own communities, e.g., Boys and Girls Clubs, YMCA, etc.

Oversee camp programs and coordinate event detail, including demonstration material. Identify appropriate speakers in order to develop and manage a pool of subject matter experts.

Develop evaluation tools for all OMK events, evaluate each event, and report on same.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet, database management and presentation software; valid RI driver’s license; ability to work nights and weekends, and provide in-state transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; certification to teach in public school environment; two years of teaching experience (experience may include student teaching, full-time, part-time, substitute teaching, and/or university outreach education); experience in developing lesson plans, delivering educational programs, and managing youth outreach programs; grant writing experience; experience in developing and leading professional development workshops for elementary, middle, and high school and community-serving organizations; experience producing newsletters and annual reports; strong computer skills, with experience in web site maintenance; strong organizational and interpersonal skills; ability to work with a diverse population; experience working with military populations and military family support programs; demonstrated ability to communicate effectively verbally and in writing. Preferred: Master’s degree in education; experience in web-based reporting and public speaking.

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