



Martha's Vineyard Community Services, Inc.

Program Coordinator, Martha's Vineyard Family Center

**Job Description**

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Reports to: Division Director, Early Childhood Programs

Classification: Exempt

Department: 215, 220

Approved: Elizabeth Folcarelli, CEO,

Next Review Date:

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**Job Summary**

The Martha's Vineyard Family Center (MVFC) Program Coordinator develops, plans and evaluates the implementation of all MVFC programming. The Program Coordinator is responsible for creating a warm and welcoming environment for all families within our Family Center and in community-based locations throughout the island.

**Job Responsibilities and Essential Functions:**

1. Coordinate and facilitate parent support groups, parent education workshops/series, parent-child activities and community events.
  - a. Utilize the Family Center Database to inform program development and implementation.
  - b. Collaborate with community partners to develop and implement programs.
  - c. Coordinate child watch for parent education and parent support groups.
  - d. Offer family surveys to assess program quality and efficacy.
  
2. Provide and coordinate individualized family supports.
  - a. Offer the ASQ to families at the Family Center and in community-based locations.
  - b. Work with community partners to develop referral systems to connect new families to the Family Center.
  - c. Provide concrete resources and referrals to community resources when needed.
  
3. Ensure that staff have access to a comprehensive system of supports that promotes high quality learning environments and professional growth.
  - a. Provide supervision to staff, completing monthly observations/supervisory meetings and annual performance appraisals.
  - b. Facilitate monthly team meetings, supporting the staff in building evidence-based practices in their work with children and families.
  - c. Coordinate the monthly Family Center schedule, ensuring that all programs offer high quality facilitation.

- d. Ensure that all required trainings are completed.
4. Ensure compliance with regulatory bodies and adherence to the annual budget.
- a. Complete all data reporting required by funders.
  - b. Attend all required meetings with funders.
  - c. Oversee regular purchasing.
  - d. Coordinate contracts for all independent contractors providing service delivery.
5. Establish and maintain strong community partnerships.
- a. Facilitate the Martha's Vineyard Council for Young Children.
  - b. Participate in local councils and advisory boards.
  - c. Engage in regular outreach to all referral sources.
  - d. Establish strong systems of communication with the early education and care community.

**Qualifications:**

- ❖ Degree in Early Childhood Education or a related field
- ❖ Minimum of 3-5 years of experience working with young children and families
- ❖ Strong written and interpersonal communication skills
- ❖ Ability to foster a collaborative, team-oriented work environment
- ❖ Committed to ongoing professional growth
- ❖ Organized, energetic, compassionate and empathetic

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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Employee Signature

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Date