



Right from the Start Early Learning Resource Center
Site Coordinator Job Announcement

Qualified applicants are invited to submit a cover letter addressing the required and preferred qualifications and experience along with a current resume via email to; Julee Durham at jdurham@unitedway-thurston.org. Screening begins June 15, 2015

Job title: Right from the Start Site Coordinator- located at Rochester Primary School
Reports to: Right from the Start Program Director at United Way of Thurston County
Salary range \$17-\$20 per hour, at approximately 30 hours per week, 45 weeks per year with pro-rated benefits
This is a partially grant funded position with United Way of Thurston County.

Right from the Start Program Description:

We believe every child deserves the best chance for success in school and life so we created Right from the Start to help parents raise children who are ready to learn and be successful. Right from the Start's overarching goal is to increase the number of children who start school ready to succeed. We do this by providing support to children's first and most important teachers-their parents.

Right from the Start is based at Rochester Primary School and staffed by an English and Spanish speaking site coordinator who works in partnership with school and district staff to serve parents of children ages birth to five in the Rochester School District. The hallmarks of this program are outreach and collaboration.

Through the school based center, we provide resources, programs, referrals and activities for 1,200+ children and adults residing in the Rochester School District boundaries. Classes and events support parents and caregivers in building skills for children birth to five to help with their child's healthy development and school success. Information, trainings, learning groups and family activities are held, offering proven tools and techniques to ensure children's school readiness.

Right from the Start job duties include but are not limited to;

- ✓ Planning and providing community outreach for parents by offering information, education and training
- ✓ Acting as a community resource for information and referrals and coordinating as appropriate with community providers such as Head Start, ECEAP, WIC and ROOF
- ✓ Coordinating with school staff to provide information and promote activities around school readiness and kindergarten transition
- ✓ Attending Rochester Primary School staff meetings and collaborating with preschool and kindergarten staff around school readiness issues and outreach
- ✓ Supporting Story Time twice monthly and delivering Ready! For Kindergarten classes for parents three times during the school year



Right from the Start is a partnership initiative.

- ✓ Coordinating with school staff and program providers to establish calendar of yearly activities
- ✓ Tracking monthly activities and outputs and conducting timely surveys or other established measures as designated within the evaluation plan
- ✓ Meeting all budget and reporting deadlines when applicable
- ✓ Being accountable for all project expenditures against approved budgets
- ✓ Meeting regularly with program director and school staff to communicate needs, progress and achievements
- ✓ Attending monthly Thurston Early Childhood Coalition meetings to provide program updates and network with other community program providers.
- ✓ Staying current on early learning issues
- ✓ Maintaining a warm and welcoming office inside Rochester Primary School

Required knowledge and skills

- ✓ Effectively communicate in both English and Spanish
- ✓ Ability to reach out to people, build rapport and trusted relationships and both share and gain information
- ✓ Proficient with a personal computer and the Microsoft Office Suite of software
- ✓ Ability to work both independently and as a team member

Preferred knowledge and skills

- ✓ Strong understanding of school readiness issues and the significance of high quality early care and education
- ✓ Knowledge of the Thurston County child and family support agencies, organizations and services
- ✓ Experience establishing effective working relationships with stakeholders, agencies, program providers, school staff and community members
- ✓ Comfortable facilitating meetings and speaking in public
- ✓ Write and speak effectively with a wide variety of audiences

Education

Bachelor's Degree in social work, education, communication or related field. Experience may supplement formal education.

Experience

Top candidates will have;

- A minimum of two years experience in program coordination or development, or community organizing efforts
- Experience working with parents of young children, in particular, low income populations

Licenses and other requirements

A valid Washington driver's license with a fully insurable driving record is needed. The successful candidate will need to pass a Washington State and/or national background check.