

## **JOB DESCRIPTION**

**POSITION:** Project Hope Coordinator

**LOCATION:** Milton Elementary School

**REPORTS TO:** Principal

**SALARY SCHEDULE:** Hours based on funding not to exceed 10 hours per week

### **QUALIFICATIONS:**

1. Minimum of a high school diploma/GED
2. Valid driver's license and reliable transportation
3. Able to analyze tasks that need to be done and proceed with a plan
4. Able to work independently and manage time wisely
5. Maintain confidentiality
6. Computer literate and able to communicate via email
7. Demonstrate ability to work with parents and school personnel
8. Model appropriate behavior and appearance on the job
9. Available to work flexible hours to meet the needs of families
10. Demonstrates ability to work with families from various cultures and income levels
11. Knowledge of Milton and community preferred

### **DUTIES AND RESPONSIBILITIES:**

1. Establish and maintain a family resource library at the school
2. Develop knowledge of community agencies and resources which provide services for families
3. Serve as a liaison for families with school and community agencies as needed
4. Coordinate and/or conduct parent training to assist parents in working with their children
5. Assist with the implementation of an effective parent involvement program that includes volunteer initiatives, tutoring, fund raising, training and other activities
6. Use effective oral and written communication skills
7. Provide reports, data and payroll forms in a timely manner as requested
8. Work with the principal to schedule work hours to maximize support for parents
9. Perform other work-related duties as assigned by the principal

