

**TITLE** **Director - Campora Family Resource Center**

**QUALIFICATIONS**

1. Minimum of a Bachelor's Degree; and
2. At least one (1) year of experience with at-risk students so that with appropriate training, service may be provided in the specific role for which employed.

**JOB GOAL** **To provide educational programs for at-risk families and to collaborate with public support agencies to better serve the community.**

**ESSENTIAL FUNCTIONS**

1. Serve as liaison between the center and community service providers;
2. Coordinate the activities of the Family Resource Center Advisory Council;
3. Develop and maintain an up-to-date information system of local educational and support services for disadvantaged families;
4. Monitor program activities and makes needed adjustments to meet program objectives;
5. Develop and maintain needed reports/records for program evaluation;
6. Coordinate public relations activities;
7. Conduct needs assessments to determine goals and objectives of program;
8. Develop innovative programs for meeting the needs of families;
9. Develop new funding sources through grant writing; and
10. Perform other duties as deemed necessary by the Coordinator of Federal and Special Projects, Family Resource Center Council, or Director of Schools.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

**TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good communication skills.

6. Good organizational skills.
7. Ability to meet the public well.
8. Respect for confidentiality of information.
9. Ability to represent the organization in a positive, professional manner.
10. Enthusiasm

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal working environment.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.