



AmeriCorps Project Coordinator

KVCAP's Child & Family Services Program has an opening for a **32 hour per week, full year Project Coordinator in York and Cumberland counties** to provide supervision and leadership to AmeriCorps members who work as part of an early childhood teaching team supporting children's school readiness. The person in this position will work with the AmeriCorps Project Manager and partner program representatives to develop service plans and schedules, and coordinate orientation and onboarding of members. Lead recruitment of AmeriCorps volunteers, monitor project progress toward short and mid-term outcomes, maintain and promote awareness of community happenings, and participate in the process of continued quality improvement utilizing child and family data to assure members' support teachers in the implementation of high quality teaching practices.

Requirements:

- Bachelor's degree and experience working with adult learners in an educational setting.
- Project coordination experience.
- Strong interpersonal work, written and verbal communication, documentation and critical thinking skills.
- Proficient computer and group management skills, as well as the ability to adjust to a flexible schedule.
- Must be able to meet requirements of agency & State Child Care Licensing regulations for background checks, including fingerprinting and physical exams. Possess a valid driver's license and have use of a vehicle insured to state of Maine requirements for travel within the two counties served.
- Proof of Covid-19 vaccination.

Benefits:

- Paid holidays
- Generous bi-weekly accrual of Paid Time Off
- Employer sponsored retirement plan, health, life, dental/vision, and disability insurance options.
- An extra \$200 per month through August 2022.

Interested candidates should submit resume to:

Human Resources
KV CAP
101 Water Street
Waterville, ME 04901
E-mail: roakes@kvcap.org

Equal Opportunity Employer