



Position Title: Program Coordinator, Summer Start

Organization: Stamford Public Education Foundation (SPEF)

Location: Hart Magnet Elementary School, 61 Adams Ave, Stamford, CT 06902 (Subject to change)

Assignment: (Subject to change)

- Anticipated Schedule (Subject to Change):
 - April 17 – June 30 Monday – Friday 9:00 a.m. to 5:00 p.m. (Hybrid)
 - July 3 – August 11, Monday – Friday 7:00 a.m. to 1:00 p.m. (In-person)

Classification: Full-time, Temporary, Exempt (not eligible for overtime pay). 35 hours per week.

Salary: \$25/hour

Reporting to: Director of Programming

Program Summary

Summer Start is a 5-week half-day program for four- and five-year-old children who have not benefited from a formal preschool experience. Engaging classroom activities are combined with theme-based, hands-on projects and fun field trips to build math and literacy skills (aligned with Connecticut Core State Standards). In addition, *Summer Start* gives preschoolers an opportunity to learn classroom routines while interacting socially with fellow rising kindergarten students. The *Summer Start* experience can help lessen the anxiety and stress some children feel when starting kindergarten. Studies also show that preschool instruction sets a strong foundation for future academic and social success.

Position Summary

The Summer Start Program Coordinator is responsible for coordinating the logistics and successful operation of the Summer Start Program. The Coordinator will work closely with Director of Programming and Lead Teacher to ensure successful implementation of all facets of the program. They will work at the Summer Start site to manage parent communication, support staff in daily logistics, plan and coordinate events and field trips, and assist the Lead Teacher with program evaluation and reporting. The coordinator will work to keep the program on schedule, within budget, and functioning smoothly on a daily basis.

Responsibilities & Duties

- Monitor Summer Start registration and respond to all program inquiries
- Ensure all students have completed the necessary documentation and steps to attend the program

- Assist and coordinate parents/caregivers with kindergarten registration process
- Work with Summer Start Nurse to communicate to families any items missing from their medical documentation before the program start date
- Support the Lead Teacher in planning, organization, and implementation of the Summer Start program
- Communicate with parents, Summer Start program staff, SPS staff, and community partners to ensure students have a successful transition to Kindergarten
- Assist with the administration of program surveys and assessments
- Communicate with Chartwells to order food and relay any allergies or food restrictions
- Coordinate weekend food bag distribution with Filling in the Blanks
- Develop relationships and maintain ongoing communication with parents and families
- Plan and coordinate program events and field trips
- Track student data as pertains to program KPIs (key performance indicators)
- Coordinate parent/caregiver pickup/drop-off
- Perform other related duties, as assigned

Qualifications & Skills

- Bilingual (Spanish) preferred, not required.
- Bachelor's degree in related field required.
- At least three years of related experience required.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, Google Suite, or related software.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

About SPEF

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on elevating student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford. In pursuit of this mission, SPEF focuses on delivering programs and resources to Stamford's public schools' students in three areas:

- College and Career Readiness
- Family Engagement
- Kindergarten Readiness

Programming includes tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

As an organization, SPEF envisions a community in which every student is prepared and inspired to thrive. Further:

- We believe all students have the right to benefit equally from a quality public education.
- We believe SPEF has a responsibility to eliminate barriers that hinder students' success.
- We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

If you believe as we do, please consider joining our team!

DEI Value Statement

SPEF is committed to policies and procedures that further promote diversity, equity, and inclusion in all facets of its operations. The commitment to diversity, equity, and inclusion is an acknowledgment that our organization's success is linked to obtaining equitable representation at all levels of the organization and that our mission's success is only achieved through continuous investments in diversity, equity, and inclusion.

Equal Opportunity Employer

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.

To Apply

Interested candidates should send a cover letter and resume to employment@spefct.org.