



Employment Opportunity
Butler County Educational Service Center
August 30, 2018

POSITION: Pause Program Coordinator

GENERAL DESCRIPTION: The Pause Program Coordinator supports the Pause Program Director and is responsible for coordination of program initiatives that support families who have children with disabilities, including: family fun nights, respite “Parents Night Out” events, and other resource events. Pause is an initiative of the Butler County Family and Children First Council.

QUALIFICATIONS:

- High School Diploma – Associate’s or Bachelor’s preferred
- Experience working collaboratively with families parenting children with physical, mental, developmental, medical, behavioral or learning challenges and/or co-occurring disorders preferred.
- Willingness to learn from families and respond to caretaker needs and preferences.
- Comfort-level in working with children with disabilities and knowledge of age appropriate activities & behaviors (ages and stages).
- Experience in event planning and execution.
- Expertise in data entry and program intake.
- Strong verbal and written communication and interpersonal skills.
- Skill in designing brochures, flyers and marketing materials (Microsoft Publisher, Canva or similar program).
- Proficient in Microsoft Office Suite (Word, Excel, & Outlook) and/or Google Office Suite (Docs, Forms & Sheets).
- Certification in First Aid and CPR or willingness to become certified upon hire.
- Exceptional organizational skills/attention to detail and ability to multi-task.
- Efficient and effective in working with groups, but also able to work independently.
- Ability to think creatively and collaboratively to achieve program objectives, with flexibility to adapt to the changes of a growing program.
- History of good job attendance.

- Valid driver’s license and access to personal vehicle.
- Must be available to work up to 4 evening Pause events a month (typically Fridays from 4-10pm).
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Provide logistical support, planning and execution of Family Fun Events, Parent's Night Out respite events, volunteer/family expos and other misc. events. This includes all aspects of event registration, volunteer coordination, activity planning/prep and acting as lead for all events.
- Oversee preparation of training events/meetings.
- Process all Pause program enrollment and data entry.
- Supervise Pause volunteers and intern positions.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, educational policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data, be able to stand at events for several hours, and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Computer, audio-visual and general office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather, traffic, loud noise, unruly children/adults; attend functions or perform duties outside normal working hours; exposure to blood, bodily fluids and tissue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

STARTING DATE: Immediately

SALARY: \$14.00 - \$16.00 per hour based upon education and experience

WORK YEAR: As needed – up to 29 hours per week

DEADLINE: Until filled

APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.