

**PROGRAM COORDINATOR, COORDINATED SCHOOL HEALTH PROGRAM
COVERING KIDS & FAMILIES OF INDIANA, INC.**

Performance Expectations for:

Position: Program Coordinator, Coordinated School Health Program

Reports to: Deputy Director

SUMMARY

The Program Coordinator for the Coordinated School Health Program (CSHP) works under the supervision of the Deputy Director of CKF-IN. This individual and the Deputy Director will consult closely with staff of the Indiana State Department of Health (ISDH) to develop, implement, monitor and evaluate the statewide Coordinated School Health program within the parameters set forth in the contractual agreement between CKF-IN and ISDH.

Responsibilities include collaborating with the Division of Nutrition and Physical Activity (DNPA) staff of ISDH and designated partners from the Indiana Department of Education (IDOE) to lead and implement Coordinated School Health programs statewide and providing training, professional development, consultation, technical assistance, evaluation and resource development for schools implementing Coordinated School Health Programs. The Program Coordinator will provide direct staff support to the Indiana School Health Network, and other working committees agreed upon in consultation with the Deputy Director.

KEY RESULT AREAS

- Identify, evaluate, and recommend CSHP curricular materials.
- Provide training for schools implementing CSHP, including, but not limited to providing professional development, consultation, technical assistance, evaluation and resource development for assessing, planning, and coordinating school health programs.
- Coordinate with other ISDH and IDOE programs that support the CSHP and collaborate with the Director of ISDH DNPA and the DNPA Child and Adolescent program coordinator on all related activities.
- Communicate and collaborate with partners outside of CKF-IN and ISDH, including, but not limited to the Indiana School Health Network, school personnel statewide, businesses, government agencies, health organizations, and other community groups.
- Participate on the Indiana Healthy Weight Initiative's Task Force and Schools Workgroup.
- Assist the ISDH DNPA with school-based BMI collection.
- Secure funds from a variety of sources to promote the sustainability of the CSHP.
- Evaluate the implementation and effectiveness of school wellness policies.
- Ensure the assigned commitments outlined in the contract between CKF-IN and ISDH are met.
- Perform other duties as assigned in keeping with the integrity of the CKF-IN/ ISDH contractual agreement.

CRITICAL SKILLS, KNOWLEDGE, AND BEHAVIORS

- Possess a broad knowledge of child development and children's health issues
- Possess knowledge of nutrition, physical activity, and other wellness issues
- Specialized knowledge of the Coordinated School Health Program model is preferred
- Know and understand the laws, rules, and regulations related to school health and school improvement in Indiana
- Be active in local, state, and national associations that promote health, wellness, nutrition, and/or physical activity
- Be familiar with Center for Disease Control and Prevention programs or other federal health agency programs
- Proficiency in computer use, specifically Microsoft Office products including Word, Excel, PowerPoint, and other software packages as appropriate
- Have experience in program planning and grant management
- Possess considerable knowledge of partnership development strategies
- Demonstrated ability to work collaboratively with representatives from state and county agencies, school corporations, and/or community organizations
- Ability to bring together diverse groups for a common goal
- Demonstrated ability to organize and lead professional meetings
- Demonstrated ability to compile and analyze information for oral and written presentations
- Demonstrated ability to present information programs within the state of Indiana as well as nationally
- Must hold valid driver's license and be able to travel to meetings and trainings before, during or after the normal working day and must be able to attend meetings out of town
- Possess strong organizational skills
- Possess effective verbal and written communication skills, with an emphasis on listening and feedback
- Ability to effectively communicate with a variety of individuals with diverse educational backgrounds and skill levels
- Be able to work with little or no supervision

EDUCATION AND EXPERIENCE

Bachelor Level Degree in public health, nursing, nutrition, social work, health education, physical education, child development, public administration or related field required; Master Level Degree preferred. Need 2 - 5 years experience in the industry in a comparable position.

POSITION STATUS

Exempt

Non-exempt

SCHEDULE

Full-time

Covering Kids & Families of Indiana, a statewide not-for-profit organization, is seeking a **Program Coordinator** with experience in school health programs. The primary job responsibility will be to implement and manage a contract with the Indiana State Department of Health. Desired candidate should possess strong communication, interpersonal, computer, presentation, organization, grant management, collaboration, and facilitation skills. Candidate should have broad knowledge of child development and children's health issues, nutrition, physical activity, and other wellness issues. Specialized knowledge of the Coordinated School Health Program model is preferred. Statewide travel required. Position will be based in Marion County, Indiana. Minimum of Bachelor's degree in public health, nursing, nutrition, social work, health education, physical education, child development, public administration or related field required; Master's degree preferred. Need 2 - 5 years experience in the industry in a comparable position. Interested candidates should send a cover letter indicating your key attributes and experiences that would benefit this position along with resume by **June 26, 2009**. Applications accepted by email at: sgardetto@ckfindiana.org or by mail to: Covering Kids & Families of Indiana, P.O. Box 1302, South Bend, IN 46624-1302. Visit www.ckfindiana.org/ for a full job description.