

Executive Director

1. Under the authority and responsibility designated by the First 5 SCC Commission, make or carry out all necessary decisions and actions to ensure effective operations and management of First 5 Santa Cruz County.
2. Work collaboratively with the Commission, staff, funders, grantees and other stakeholders to ensure that the vision, mission and values of First 5 SCC are carried out effectively.
3. Lead the development and implementation of First 5 SCC's strategic plan, long-range financial plan, annual operating plan, budget, and evaluation report.
4. Analyze and recommend strategic investments for the Commission to best impact systems changes that will improve the lives of young children in Santa Cruz County.
5. Oversee First 5 SCC's initiatives and programs at both the strategic and operational level, ensuring the delivery of high-quality, high-impact programs.
6. Ensure F5 SCC's investments and activities improve service delivery systems for children and families so that service systems become seamless, family friendly, accessible, inclusive and culturally appropriate.
7. Oversee the execution, monitoring and evaluation of grants and contracts to ensure they are aligned with First 5 SCC's strategic plan, as well as First 5 California guidelines and other statutory requirements.
8. Remain current on best practices and new research on early childhood development and health and human service approaches.
9. Represent First 5 SCC to community partners, the media, the public, elected officials, other funders, First 5 California, and the First 5 Association of California.
10. Develop the Commission's annual administrative services contract with the United Way of Santa Cruz County.
11. Work closely with the United Way Director of Finance and Administration, First 5 SCC Assistant Finance and Contract Manager and County Auditor Controller to manage and oversee the finances of First 5 SCC.

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Executive Director – cont'd.

12. Prepare required reports to First 5 California and other funders.
13. Recruit, hire, train, monitor and evaluate staff, supporting team members' professional development to enhance performance.
14. Direct the work of consultants and other experts advising First 5 SCC in the areas of health and social services, early education and child development, service integration, community engagement, research and evaluation, and other areas of interest and investment by the First 5 SCC Commission.
15. Perform other duties as needed.
16. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
17. Coordinates Medi-Cal covered health services for a client. (6)
18. Assists individuals and families with aspects of the Medi-Cal application process. (8)
19. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
20. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
21. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Director of Finance and Administration

1. Responsible for the short term and long term fiscal health of the agency.
2. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial report materials for all donor segments, and oversee all financial, project, program and grant accounts.
3. Develop and manage annual and long term budgets/forecasting; including allocations budgets.
4. Develop and manage long term financial plan; participate in strategic planning.
5. Responsible for all accounting functions, including general ledger, bank reconciliation, monthly, quarterly and annual closings, accounts payable/receivable, payroll, human resources, financials, budget preparation, cash management and pledge processing.
6. Manage agency audit process, including bid process and coordination of annual audit.
7. Procure adequate insurance coverage (property, liability, worker's compensation) and management.
8. Provide procedures and computer application systems necessary to maintain proper records and adequate accounting and campaign processing controls to include GAAP and GASB.
9. Maintains records for land, building and equipment assets of the organization and prepares related tax, insurance and audit reports. Coordinates efforts to acquire donated equipment and related technical and professional services.
10. Oversees office supplies, telephone systems, identifying alternative vendors, initiating purchase requests.
11. Responsible for negotiating contracts with vendors and partners.
12. Responsible for general efficiency and workflow of administrative support team.
13. Responsible for Grant/Contract Management and compliance, including financial required reporting.
14. Staff and manage the agency Finance and Audit Committees.

Director of Finance and Administration – cont'd.

15. Participate with Personnel Committee to develop and maintain sound and current personnel system, including written policies and procedures.
16. Responsible for agency payroll and benefits procurement and administration.
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21. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
22. Assists with administrative aspects of the MAA claiming process. (19)
23. Attends training related to the performance of MAA. (20)

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Date

Program Coordinator

1. Provide support to team members implementing program activities by coordinating logistics, assisting with outreach and preparing materials/handouts.
2. Purchase food, program materials and other supplies as requested for meetings, events and office needs.
3. Set up and take down at program meetings and events.
4. Support the day-to-day operations of First 5 including, but not limited to, answering phones, organizing supplies and materials, and responding to customer service needs.
5. Assist with recruiting and conducting outreach to family- and center-based child care providers and other early educators to encourage participation in SEEDS classes.
6. Track the records, assessments and documentation of ELF coaches and students (applications, approval, attendance, stipends).
7. Respond to phone and/or email inquiries about Triple P services.
8. Assist with assembling and distributing Triple P outreach materials as requested.
9. Coordinate Summer PreK program in collaboration with Pajaro Valley Unified School District (PVUSD) Migrant Education, including establishing contracts with partners.
10. Attend Kindergarten Registrations at PVUSD schools to recruit and register non-migrant children in Pajaro Valley Unified School District's Summer PreK program.
11. Plan, schedule and conduct Kindergarten Transition workshops in English and Spanish for parents of preschool children at Head Start and PVUSD child development sites, in collaboration with partner sites.
12. Coordinate annual review of Memoranda of Understanding for PVUSD schools receiving funding for kindergarten transition activities. Review receipts submitted by schools.

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Program Coordinator – cont'd.

13. Assist with the registration process for First 5's classes, workshops and trainings as requested.
14. Create, gather and/or distribute outreach materials as requested to parents, early childhood education providers, schools, service providers and the general public.
15. Assist with data entry required for evaluation and mandated state reports.
16. Participate in evaluation discussions as requested by the evaluation team.
17. Work closely with community partners to support First 5's program activities.
18. Translate program and evaluation materials into English and/or Spanish as requested.
19. Develop and maintain effective relationships with co-workers, First 5 partners, the public and community groups.
20. Prepare and submit all required paperwork, including timesheets, mileage forms, purchasing forms, reports and other documents in an organized and timely manner.
21. Attend agency and program staff meetings and community meetings/events as requested.
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23. Coordinates Medi-Cal covered health services for a client. (6)
24. Assists individuals and families with aspects of the Medi-Cal application process. (8)
25. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

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Program Coordinator – cont'd.

26. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
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Senior Program Officer

1. Provide leadership and expertise in F5 SCC's strategic planning and systems change efforts.
2. Promote F5 SCC's vision, mission and strategic goals in stakeholder groups and community initiatives.
3. Assist Executive Director with developing and monitoring F5 SCC's annual budget.
4. Assist Executive Director with identifying, securing and maintaining revenue to sustain F5 SCC's strategic investments.
5. Develop Request for Proposals (RFPs) for grants and contracts as requested. Participate in the review and selection of
6. Engage funders, funded partners and other stakeholders in relevant First 5 initiatives.
7. Plan, implement and monitor special projects as requested, in support of F5 SCC's strategic plan.
8. Lead and oversee F5 SCC's Children Learning & Ready for School initiatives and programs, including planning, budgeting, staffing and implementation.
9. Supervise team members working in F5's Children Learning & Ready for School initiatives and programs.
10. Oversee development and distribution of program materials and communications as needed.
11. Work collaboratively with F5's administrative and finance staff to develop and implement an effective contract management system.
12. Oversee contracts for F5's funded partners as assigned. Tasks may include: negotiating scopes of work, accountability plans and budgets; reviewing partner progress reports and claims; ensuring programmatic and fiscal compliance with contractual agreements; providing programmatic and technical assistance to funded partners as requested; and conducting site visits to assess partners' program effectiveness and technical assistance needs.

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Senior Program Officer – cont'd.

13. Oversee F5's revenue contracts as assigned. Tasks may include: preparing and submitting grant applications, scopes of work, accountability plans and budgets; preparing and submitting progress reports to funders; monitoring grant activities to ensure F5 SCC meets its contractual agreements; and maintaining effective communication with funders.
14. Work with members of F5's evaluation team to plan, implement and monitor F5 SCC's strategic results framework, evaluation plan and activities.
15. Assist with planning, preparing for, reviewing and editing reports and presentations, including F5 SCC's annual evaluation report, the annual report to First 5 California, and reports to other funders.
16. Review data on program outcomes and facilitate consideration of evaluation results in planning efforts and program decisions.
17. Stay informed of and analyzes impact of changes in relevant best practices, regulations, policies, or funding streams on F5 SCC's strategic goals and initiatives.
18. Plan, coordinate and/or facilitate trainings, meetings and community events for F5 team members and partners as requested.
19. Conduct public relations outreach through media and materials development.
20. Develop and maintain positive relationships with key stakeholders and represent the organization at local, regional and statewide meetings and events.
21. Prepare and submit all required paperwork, including timesheets, mileage forms, purchasing forms, employee evaluations, reports and other documents in an organized and timely manner.
22. Attend agency and program staff meetings and other meetings/events as requested.
23. Other duties as required.
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25. Coordinates Medi-Cal covered health services for a client. (6)

Continued on following page

Senior Program Officer – cont'd.

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Santa Cruz Reading Corps Program Manager

Recruitment & Selection

1. Lead recruitment of Santa Cruz Reading Corps (SCRC) members, including screening applications, conducting phone interviews and completing reference checks.
2. Conduct presentations to community to increase participation in SCRC member recruitment program.
3. Facilitate AmeriCorps and SCRC member recruitment promotional materials and activities.
4. Convene recruitment team meetings to determine hiring and placement of SCRC Literacy Tutors.
5. Input data and maintain accuracy in Reading Corps National recruitment database.
6. Participate in outreach opportunities by engaging external stakeholders and community members to build awareness of service opportunities.

Site and Member Support

1. Serve as liaison between F5 SCC and SCRC Literacy Tutors, AmeriCorps, First 5 Service Corps, Prevent Child Abuse California, Reading Corps National and other interested organizations and partners.
2. Develop and maintain effective relationships with school personnel, children, co-workers, community groups, the general public and other interested parties. Work closely with all partners to ensure open and effective communication and successful implementation of the program model.
3. Assist with developing agreements between F5 SCC and schools/school districts, lead teachers and literacy coaches.
4. Ensure member and site contract compliance through proactive, clear communication and reinforcement of program expectations.
5. Support literacy tutors in navigating the required screening process prior to entering a host school site, including fingerprinting, TB tests and school district requirements for volunteers.

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Santa Cruz Reading Corps Program Manager – cont'd.

6. Provide ongoing support and technical assistance to literacy tutors, including providing support for data entry, communication with teaching teams, and meeting AmeriCorps member requirements.
7. Track and manage SCRC Literacy Tutor commitments, and if necessary, implement a plan of action towards successful completion of service.
8. Oversee accurate documentation of hours and successful completion of at least 900 hours of service.
9. Conduct site visits with members and internal coaches to evaluate activities.
10. Supervise and support Lead Literacy Tutor.
11. Work collaboratively with Master Literacy Coach to communicate regularly with internal coaches regarding site implementation and member progress toward completion of program requirements.
12. Plan, facilitate and/or oversee member meetings, member recognition events, AmeriCorps trainings and other professional growth opportunities intended to cultivate service commitment, motivation, and relationship-building.
13. Coordinate opportunities and verify members' participation in National Service projects.

Medi-Cal Administrative Activities

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3. Assists individuals and families with aspects of the Medi-Cal application process. (8)
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Santa Cruz Reading Corps Program Manager – cont'd.

5. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
6. Attends training related to the performance of MAA. (20)

Other Responsibilities

1. Lead, or participate in, the development of SCRC's branding and marketing strategies, messages and collateral.
2. Promote SCRC through print, traditional media, social media, F5 SCC's web site and other marketing methods.
3. Collaborate with Reading Corps National partners in program development strategies, materials and implementation.
4. Work with F5 SCC and other evaluators to develop and implement SCRC evaluation plan, including collecting and submitting demographic and benchmark data as required.
5. Prepare and submit required SCRC program documentation in an accurate and timely manner, including member evaluations, site evaluations, integrity checklists and reports.
6. Attend required training sessions, workshops, service events, national replication meetings, partner meetings and other events as required.
7. Comply with all standards and requirements set by AmeriCorps, Prevent Child Abuse California, Reading Corps National and school districts/sites.
8. Coordinate vision screenings, including gathering consents and distributing results for Vision First.
9. Participate in organizational cross-functional teams to meet First 5 SCC goals and ensure cross pollination of ideas, best practices, and continuous improvement strategies.
10. Perform assignments and/or other duties as directed by the Senior Program Officer and/or Executive Director.

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