

RSP
6/29/10

R. 17138

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Charter County, hereinafter referred to as "the County" and the **MID-AMERICA REGIONAL COUNCIL**, 600 Broadway, Suite 200, Kansas City, MO 64105, a regional planning commission operating pursuant to Section 251.150 et seq., RSMo, hereinafter referred to as "MARC."

WHEREAS, the County deems it to be in the best interest of its citizenry to support aging programs and services as provided by MARC and other agencies, under subcontracts with MARC; and,

WHEREAS, this Agreement is entered into pursuant to the provisions of Chapter 70, RSMo, dealing with cooperative agreements; therefore,

The County and MARC agree, in consideration of the following mutual promises and valuable consideration, as follows:

1. **Services**. MARC shall provide a variety of programs and services for youth and senior citizens for the citizens of Jackson County, as is more fully set forth in the proposal attached hereto as Exhibit A. MARC is expressly authorized to enter into a subcontract with the **Whatsoever Community Center** for these services, upon such terms and conditions as MARC shall deem appropriate.

2. **Terms of Payment**. Upon execution of this Agreement, the County shall provide to MARC the lump sum of \$21,619.00.

3. **Annual Report**. MARC shall submit an annual report, including a statement of budgeted and actual expenditures, and other documentation as requested by the

FILED

JUN 22 2010

MARY JO SPINO
COUNTY CLERK

Director of Finance and Purchasing to show that the funds paid to MARC by the County were used for the purpose set forth in this Agreement. Said annual report shall be submitted no later than December 31, 2010. Failure to submit said annual report shall disqualify MARC from future funding by the County for this program.

4. **Submission of Documents**. No payment shall be made under this contract unless Whatsoever Community Center shall have provided to MARC and MARC shall have confirmed to County and County's Budget Director its receipt of: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Budget Director as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Audit**. The County further reserves the right to examine and audit, during reasonable office hours, the books and records of MARC pertaining to the finances and operations of MARC.

6. **Default.** If MARC shall default in the performance or observation of any term or condition of this Agreement, the County shall give MARC written notice setting forth the default and the correction required. If said default shall continue and not be corrected within 10 days of the notice of default by MARC, the County may at its election terminate the contract and take such action in law or equity to recover all funds given to MARC under this contract but not used for the purposes set forth in the contract.

7. **Conflict of Interest.** MARC warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

8. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed as verified by the County's audit as provided in paragraph 5.

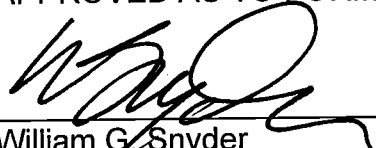
9. **Equal Opportunity.** In carrying out this Agreement, MARC shall insure that none of the benefits or services of the program are denied to any eligible recipient on the basis of race, color, religion, sex, age, handicap or national origin. MARC shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, handicap or national origin in terms and conditions of employment or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. MARC shall in

all solicitations or advertisements for employees placed by or on behalf of MARC state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

10. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County and MARC have executed this Agreement this 22 day of June, 2010.

APPROVED AS TO FORM:



William G. Snyder
Acting County Counselor

JACKSON COUNTY, MISSOURI

By 

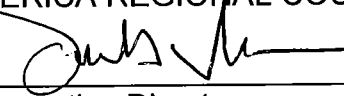
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spino
Clerk of the Legislature

MID-AMERICA REGIONAL COUNCIL

By 

Executive Director
43-0976432

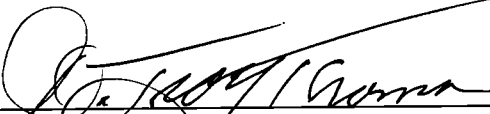
Federal I.D. or S.S. #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this agreement is chargeable, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$21,619.00 which is hereby authorized.

June 16, 2010

Date



Director of Finance and Purchasing
Account No 002-7902-56789
79022010004



OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

RECEIVED
SEP 09 2009
JACKSON COUNTY
AUDITOR'S OFFICE
KANSAS CITY, MISSOURI

Section A: Organization or Agency Information	page 1
Section B: Agency's 2009 and 2010 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8

Section A: Organization or Agency Information

Name: **WHATSOEVER COMMUNITY CENTER**

Address: **1201 EWING KANSAS CITY, MISSOURI 64126**

Phone No: **816-231-0227** Fax: **816-231-0092**

Website Address: **whatsoevercc.org**

Federal Tax ID No: **44-0545274** Fiscal Year Cycle: **2010**

Name and Title of Contact Person: **CHARLIE GASCICH**

Phone No: **816-231-0227** Email Address: **cwhatsoever@yahoo.com**

Submittal of this request has been authorized by: **CHARLIE GASCICH EXECUTIVE DIRECTOR**

Summary of Jackson County Funding Request by Program

Program Name <i>(please prioritize with number 1 being most important)</i>		Amount
1. SENIOR SERVICES	\$	14,000
EARLY CHILDHOOD	\$	27,000
YOUTH DEVELOPMENT	\$	6,000
Total Jackson County Funding Request for All Programs	\$	47,000

EXHIBIT
tabbles
 A

Section B: Agency's 2009 and 2010 Revenue Information

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal			0
State	M.A.R.C./Childcare grant and fees	\$ 85,000	18
Jackson County	OUTSIDE AGENCY/COMBAT	\$ 101,000	21
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	United Way/Contributions/Foundation Grants	\$ 205,000	43
Fundraisers		\$ 55,000	11
Other	CLIENT FEES	\$ 35,000	7
2010 Total Projected Revenue		\$ 481,000	

Agency's 2009 Revenue Information			
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal			0
State	M.A.R.C./Childcare grant and fees	\$ 70,000	14
Jackson County	COMBAT/OUTSIDE AGENCY	\$ 103,000	21
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	United Way/Foundation Grants/Donations	\$ 215,000	45
Fundraisers	4 Fundraisers	\$ 50,000	10
Other (please list)	Client Fees	\$ 45,000	9
2009 Total Revenue		\$ 483,000	

If your agency received funding from Jackson County in 2009, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 79,000	Youth Development
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 23,888	Healthy Seniors/Children

2009 Total Jackson County Funding \$ 102,888

Section C: REVISED Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding. Program Name, Priority, and Total Program Request Amount from this sheet must match information entered under Page 1, Section A.

Agency Name: WHATSOEVER COMMUNITY CENTER

Program Name: Healthy Seniors and Children

Priority: _____

REC

JAN 07 2010

JACKSON COUNTY
AUDITOR'S OFFICE
KANSAS CITY, MISSOURI

Personal Services					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x
3 Senior Meals staff	24 week		-		\$ 6,000
			-		\$ -
8 Early Childhood Staff	320 week		-		\$ 6,000
7 Youth Development Staff	280 week		-		\$ 8,000
			-		\$ -
			-		\$ -
Total Salaries					\$ 20,000
Total Benefits					\$ -
Total Personal Services					\$ 20,000
Contractual Services					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual Services					\$ -
Supplies					
Food, paper goods, cleaning supplies, etc.					\$ 1,619
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ 1,619

Total Program Request \$ 21,619

Section D: Program Information

Complete each section for each program your agency is applying for funding.
All Program 1 information should be entered in the left column, all Program 2 information in the middle column,
and all Program 3 information in the right column.

Program 1 Name Senior Services	Program 2 Name Early Childhood	Program 3 Name Youth Development
<p>Senior Services provides a nutritious meal to homebound seniors on a daily basis. Meals are delivered in bulk status form from the caterer to Whatsoever 5 days a week. Staff place bulk food in individual trays (hot and cold food) for drivers. The drivers then deliver the meals to the homebound seniors front door. The drivers also check on the well-being of the seniors which is often the only contact these seniors have on a daily basis. At the time of delivery of the meals the drivers also dispense educational materials for the seniors on topics such as health, legal assistance and difficult weather condition alerts. The drivers also deliver cards from local school children in a pen pal form of communication.</p>	<p style="text-align: center;">Proposed Program Detail functions to be performed by each program.</p> <p>The Early Childhood Program will provide two nutritious meals and one snack daily for children from 6 weeks to 6 years old. A cook prepares the meals and snacks and delivers them to the classrooms where the teachers serve the food to the children. A dental hygienist visits at least once a quarter to teach the children the importance of dental care. Whatsoever has separate state licensed programs for infant/toddlers and preschoolers. Both programs are nationally accredited through N.A.E.Y.C.(National Association of Young Children). Curriculum topics include health, food pyramid, literacy, math and science learning. Socialization is also stressed for our young children.</p>	<p>Community youth are provided a healthy snack during the school year and a nutritious meal during the summer. Positive youth development programming is held 5 days a week year round. Activities include scholastic growth, drug and alcohol abuse prevention activities, G.E.D., English Language Learning, amateur boxing, nutrition and cooking classes, anger management, computer classes, video production and asset building. Programming is held from 10:00AM until 7:30PM. There are weekend activities held at various times during the year. Our goal is to provide a large variety of activities to keep our community youth engaged in positive growth programming.</p>

Participants		
Identify the number of participants by County that each program serves.		
Jackson	30 to 50 unduplicated annually	35 to 45 unduplicated annually
Clay/Platte		75 to 125 unduplicated annually
Cass		
Other Missouri		
Kansas		
<p>Target Population</p> <p>Describe target population and demographics to be served by each program.</p>		
Homebound seniors ages 55 and older in Jackson County, Missouri.	Children 6 weeks to 6 years old residing in Jackson County, Missouri.	High-risk youth ages 7 to 21 and their families in Jackson County, Missouri.

<p>Service Delivery Area</p> <p>Identify your specific geographic service delivery for each program.</p>	
<p>Geographic area is determined by M.A.R.C.</p>	<p>There are no geographic boundaries for this program but most families who use this program are from our community.</p>
<p>There are no geographic boundaries but the vast majority of participants are from our community.</p>	<p>There are no geographic boundaries for this program but most families who use this program are from our community.</p>
<p>Fund Separation</p> <p>Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.</p>	
<p>All seniors are assessed by the Mid-America Regional Council (M.A.R.C.) and we only deliver meals in Jackson County, Missouri.</p>	<p>Early childhood participants complete an enrollment packet. This data includes information on residency including county affiliation.</p>
<p>All seniors are assessed by the Mid-America Regional Council (M.A.R.C.) and we only deliver meals in Jackson County, Missouri.</p>	<p>All youth complete an in-take form which includes address and contact information.</p>

Approach & Method		
List the top three (3) objectives for each program		
Provide daily nutritious meal to homebound seniors.	To build a foundation for learning through age appropriate learning activities.	Provide daily snack or meal for 50 to 75 youth.
Provide daily contact for health and other needs for our seniors.	To prepare children for entry to kindergarten.	Increase the number of youth completing high school.
Provide services to allow our seniors to remain in their homes for as long as possible.	Provide a safe and healthy environment to learn and grow.	Decrease the number of youth participating in illegal activities.
Detail specific methods you will use to achieve these objectives		
Daily sign-in sheets are used with monthly, quarterly and annual reports. All reports are forwarded to and monitored by M.A.R.C..	Daily sign-in sheets for attendance. Monthly, quarterly and annual reports to monitoring entities including N.A.E.Y.C., Missouri Quality Rating (Q.R.S) and the licensing department of the state of Missouri and the Kansas City Health and Sanitation Department. CACFP representatives monitor the food program for childcare nutrition.	Daily sign-in sheets are used to track attendance. Monthly, quarterly and annual reports are completed and audited by donors and foundations to this program.

Evaluation

Describe how the success of each program will be evaluated.

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of the program will be evaluated by the numbers of meals served to our seniors and their ability to remain in their home.

NAEYC and QRS evaluate the program and rate it's progress. Children's progress is measured by academic and developmental growth charting.

80% of the youth will maintain passing grades or raise failing grades to passing grades. Grade cards are collected to insure success. 75% of youth participating will show levels of positive development increases through pre and post test. 75% of individuals participating in the program for at least 6 months will obtain their G.E.D. Individuals participating in the E.L.L. program will progress at levels that include at least a 4 level growth in a three month period.

Notification

How will your organization make sure the taxpayers and the meals program are always on the general's mind? (Please attach any examples)

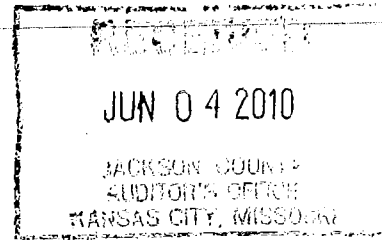
SAME

SAME

Through web-site, flyers, mailings and newsletters Whatsoever is grateful to acknowledge the positive impact our funders have for our community members.

Crissy Wooderson

From: Charlie Gascich [cwhatsoever@yahoo.com]
Sent: Friday, June 04, 2010 7:39 AM
To: Auditor
Subject: Re: Whatsoever Community Center Job Descriptions



Crissy,

Sorry for the mix up. The three senior staff consist of the Senior Program Director, and two of the Youth Service staff help with the program. One of the assistance is the Youth Services Director and the other is a Youth Worker. Since the Meals on Whells Program is in the morning Youth Services staff are able to assist at that time.

The eight Early Childhood staff consist of two Early Childhood Program Directors and six Early Childhood Program Teachers.

The seven Youth Development staff consist of one Youth Services Program Director, five Youth Workers and one Community Services Program Director.

If you need any other info. please let me know and I will give you a call.

Thanks again for your help and I apologize for the confusion.

Charlie

From: Auditor <auditor@jacksongov.org>
To: Charlie Gascich <cwhatsoever@yahoo.com>
Cc: Gary Panethiere <GPanethiere@jacksongov.org>; Cindy L. Wallace <CWallace@jacksongov.org>
Sent: Thu, June 3, 2010 2:18:39 PM
Subject: RE: Whatsoever Community Center Job Descriptions

Charlie,

I appreciate your prompt reply in sending the job descriptions, however your program budget for spending the \$21,619 sent to us January 7, 2010 (attached) specifically identifies three different positions we are funding for 2010:

- 3 Seniors Meals Staff
- 8 Early Childhood Staff
- 7 Youth Development Staff

While I appreciate the effort in sending all your job descriptions, I need you to specify and clarify which of the job descriptions you sent match the three positions mentioned above in your program budget – They are not labeled the same as in your program budget (attached). Again, if you have any questions feel free to contact me at 881-3311. Thanks.

Crissy Wooderson
Deputy Auditor
Jackson County Legislature
816.881.3311

From: Charlie Gascich [mailto:cwhatsoever@yahoo.com]
Sent: Wednesday, June 02, 2010 9:21 PM
To: Auditor
Subject: Whatsoever Community Center Job Descriptions

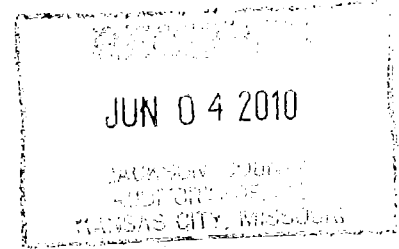
Crissy,

This is all of the job descriptions for the outside agency grant. Thanks for all your help. Charlie Gascich

6/4/2010

WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW



Job Title: Youth Services Director

Reports to: Executive Director

Exempt: Yes

Status: Full-time

Special Requirements: Flexible schedule. Includes some evening and weekend commitments.

Job Summary: Organizes, directs and supervises all programming which falls under the Youth Services Department (educational and recreational). Provide programming to fulfill the mission of the Center and meet funding requirements.

Education: Bachelor's degree in psychology, education or related field.

Work Experience: At least two years experience in youth related social service work. Program management preferred.

Skills required: Strong verbal and written communication. Ability to develop and initiate programs plans and ideas.

Responsibilities and duties:

1. Administers educational and recreational programming
 - Recruits, trains and evaluates staff and volunteers in youth services programming
 - Provides supervision, assigns tasks and schedules staff as needed
 - Develops a plan, programs and/or activities in detail to address needs and interests of the community
 - Implements plans, program and/or activities
 - Maintains quality and standards of programs to ensure meeting the mission and goals of the Center as well as collaborative partners and funding sources
 - Collects and communicates information regarding participation, objectives, outcomes and other important data with periodic presentation to the board and funding agencies
 - Prepares invoices, reports, billings and other documentation/paperwork required by funding agencies
 - Coordinates and develops special projects and events for benefit of the youth service program and the agency as a whole
 - Promotes and markets programs to the community
 - Corresponds and cooperates with licensing and monitoring officials in order to ensure positive public relations
 - Develops and maintains program policies and rules for safe and efficient functioning of programs.
 - Maintains program files for enrolled youth
 - Assists and cooperates with other program directors in projects and events that share common goals and interests of the Center
 - Work in collaboration with maintenance personnel to coordinate and delegate duties of community Service Workers
 - Advocate for program changes or enhancements which will have greater impact on targeted

populations

- Actively pursue areas of funding (grants, donors, etc.)

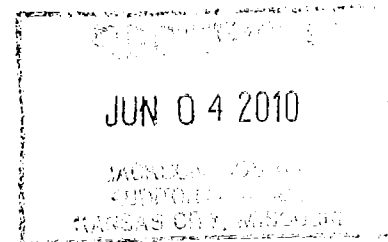
2) All other duties as assigned by supervisor or that are necessary for the day-to-day functioning of the program.

Important Note:

As a small nonprofit agency it is often necessary to carry out more than one job. Your position at Whatsoever Community Center is not limited to the above tasks. Job sharing is the norm.

WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW



Job Title: Youth Worker

Reports to: Youth Services Director

Exempt: No

Status: Full or Part-time

Special Requirements: Attentive and energetic individual with the ability to communicate and work with a variety of individuals.

Job Summary: Assist and cooperates with Youth Services Director on youth activities, both educational and recreational, to enhance and enlarge youth's knowledge on a wide range of issues.

Education: High School Diploma or equivalent. Working toward degree pertaining to youth development preferred.

Work Experience: At least one year's experience with youth activities in social service field.

Skills Required: Ability to facilitate youth activities including tutoring, life skills groups and educational topics.

Responsibilities and duties:

- 1) Assist Youth Services Director in any way possible, including but not limited to:
 - Coordinate with Youth Services Director in provision of planned activities and programs
 - Maintain paperwork and youth files
 - Provide information and referral services to youth and families
 - Assist and encourage youth with their educational needs
- 2) Ensure the safety of all participants in the program
- 3) Provide supplemental educational, cultural and life skills experiences through field trips, groups and other creative activities
- 4) Introduce new experiences and alternative environments for social interaction through activities and special events
- 5) Display and encourage youth to maintain appropriate behavior (including language, attire, etc). Be a positive role model.
- 6) Provide an environment that will generate leadership qualities and develop an atmosphere of cooperation.

7) Facilitate and discern youth issues and problems in order to assist youth on good decision making skills.

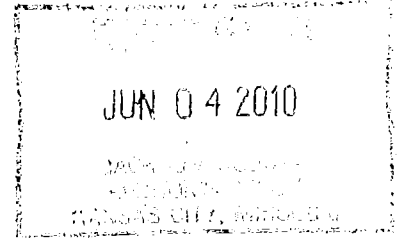
Important Note:

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WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW

Job Title: Early Childhood Director and/or Lead Teacher



Reports to: Executive Director

Exempt: Yes

Status: Full-time

Special Requirements: Flexibility to open or close the Early Childhood Department daily to ensure communication with parents and guardians. Completion of CPR course, first aid course, TB test, and physical. Must be willing to attend continuing education classes and seminars.

Job Summary: Overall development, supervision and administrative management of Early Childhood programs [including preschool, daycare, before and after program (if applicable) and summer camp (if applicable)].

Education: Bachelor Degree in Early Childhood Education.

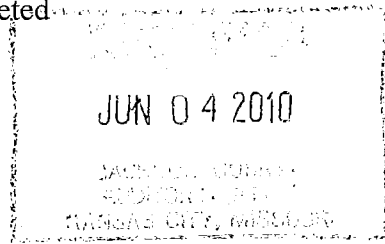
Work Experience: At least two years practical teaching experience in classroom or social service agency. Experience with NAEYC accreditation.

Skills Required: Strong verbal and written communication.

Responsibilities and Duties:

1. Licensing-
 - Make application yearly for license from Missouri Health Department
 - Maintain State and accreditation standards in programming, staff and facility
 - Ensure that regular emergency drills are held according to required timeline
2. Staff Supervision-
 - Advertise, interview and hire personnel
 - Train new employees in Early Childhood Department
 - Maintain staff/student ratio
 - Arrange substitute staff
 - Meet with staff regularly to plan curriculum, review staff performance, problem solve and/or resolve any pertinent issues
 - Organize appropriate in-service training or other extra-curricular activities
3. Registration Enrollment
 - Advertise and maintain enrollment in programs

- Register students throughout the year
 - Update Preschool Parents Handbook annually (or as often as needed)
 - Conduct orientation session with parents, assure all paperwork is completed
4. Program-
 - Administer and oversee the day-to-day activities of the program
 - Supervise curriculum development or write curriculum as needed
 - Organize programs, field trips, parties and activities throughout the year
 - Organize Preschool Graduation in May
 - Inventory equipment and supplies for repair or replacement
 - Plan program budget for approval by executive director and board of managers
 - Plan and implement special fundraising projects and events for the program
 - Work with teachers and parents regarding any special needs of children
 - Maintain communication with parents
 - Develop a network with other childcare professionals and maintain a referral listing
 - Be alert to signs of child abuse and neglect and report suspected cases as required by regulatory authorities
 - Supervise and ensure the safety and well-being of children at all times, being alert to the needs of children as individuals and as a group
 5. Finances-
 - Maintain all records with DFS (Department of Family Services) and report monthly
 - Maintain records for the CACFP (Child and Adult Care Food Program) Federal food program
 - Maintain records for NAEYC (National Association for the Education of Young Children) accreditation.
 - Actively pursue avenues of funding (grants, donors, etc.)
 6. Business-
 - Keep parents informed and up to date on policies of all Early Childhood programs
 - Maintain good public relations with the community and publicize the Early Childhood program
 - Collaborate with other program directors on specific tasks and uphold the mission and purpose of the Center to the public, parents, staff and community
 7. All other duties as assigned by supervisor or necessary for day-to-day functioning of the program.



Important Note:

As a small nonprofit agency it is often necessary to carry out more than one job. Your position at Whatsoever Community Center is not limited to the above tasks. Job sharing is the norm.

WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW

Job Title: Assistant Teacher

Reports to: Early Childhood Director/Lead Teacher

Exempt: No

Status: Full or Part-time

Special Requirements: Must be able to open or close early childhood department. Must be able to complete continuing education requirements. Completion of CPR course, first aid course, TB test and physical.

Job Summary: Assist Lead Teacher in carrying out day to day functions of Early Childhood programming. Ensure the well being and safety of children in program at all times.

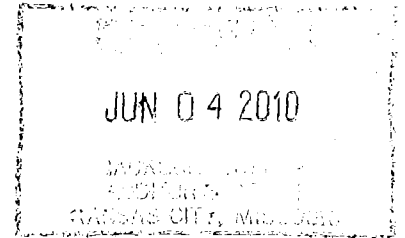
Education: Minimum of CDA, Associates preferred. Will consider candidates willing to immediately obtain CDA or Associates.

Work Experience: Experience in an early childhood setting.

Skills required: Knowledgeable in developmentally appropriate practices.

Responsibilities and duties:

- Assist Lead Teacher in any way possible, including but not limited to:
 - Planning and implementing curriculum
 - Implementing daily program
 - Assist in decorating classrooms
 - Assist with meals and snacks
 - Encourage the growth of the children (in manners, social skills, etc.)
 - Help keep classrooms (and all areas used by department) maintained and clean
- Assume temporary responsibilities when lead teacher is absent
- Be familiar with all Early Childhood program policies (including state and funding guidelines and regulations)
- Handle discipline promptly and accordingly
- Maintain good communication with parents, teachers and other staff
- Be alert to the signs of child abuse and neglect and report suspected cases required by regulatory authorities
- All other duties as assigned by supervisor or that are necessary for the day-to-day functioning of the program.



Important Note:

As a small nonprofit agency it is often necessary to carry out more than one job. Your position at Whatsoever Community Center is not limited to the above tasks. Job sharing is the norm.

WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW

Job Title: Senior Services Director

Reports to: Executive Director

Exempt: No

Status: Part-time

Special requirements: Must be able to work mornings and attend mandatory meetings and training designated by program funder. Must also be able to deliver meals when necessary.

JUN 04 2010

Job Summary: Responsible for the day-to-day operations of the Senior programs including Meals on Wheels and three socialization groups.

Education: High school diploma or equivalent.

Work Experience: A minimum of one year's experience with program management and senior adults.

Skills Required: Strong verbal and written communication. Organizational skills are important.

Responsibilities and Duties:

- 1) Maintain the Meals on Wheels contract with the Mid-America Regional Council. This includes, but is not limited to: ordering meals, packaging meals, organizing volunteers, delivering meals (when necessary) monthly and quarterly reports, yearly RFP, attendance at meetings and training, yearly inspections, upkeep of client files, ordering supplies, etc.
- 2) Seek funding and resources to supplement Senior Program costs.
- 3) Plan and coordinate activities for the Monday Club socialization group (including transportation, scheduling, etc.).
- 4) Upkeep of the Fred Havens Senior Center . This includes but is not limited to cleaning, sanitizing, stocking supplies, maintenance requests for repairs, etc.
- 5) All other duties as assigned by supervisor or necessary for day-to-day functioning of the program.

Important Note:

As a small nonprofit agency it is often necessary to carry out more than one job. Your position at Whatsoever Community Center is not limited to the above tasks. Job sharing is the norm.

WHATSOEVER COMMUNITY CENTER

JOB OVERVIEW

Job Title: Community Assistance Director

Reports to: Executive Director

Exempt: No

Status: Full-time

Special Requirements: Bi-Lingual preferred but not required.

Job Summary: Develops educational programs to meet the needs of the community.

Education: High school diploma or equivalent.

Work Experience: Experience in education preferred.

Skills Required: Strong verbal and written communication. Must have strong well-rounded knowledge of academics.

Responsibilities and Duties:

- 1) Administers educational programming tailored to meet the needs of the community.
- 2) Recruits, trains and evaluates staff and volunteers in community education.
- 3) Provides supervision, assigns tasks and schedules staff as needed.
- 4) Develops a curriculum and programs in detail to address educational needs and interests of the community including but not limited to GED instruction, ESL programs, career counseling, and college prep.
- 5) Maintains quality and standards of programs to ensure meeting the mission and goals of the Center as well as collaborative partners and funding sources.
- 6) Promotes and markets programs to the community.
- 7) Maintain the clothing pantry by keep shelves stocked and organizing donations of food, clothing and misc. items

Important Note: As a small nonprofit agency it is often necessary to carry out more than one job. Your position at Whatsoever Community Center is not limited to the above tasks. Job sharing is the norm.

