



**Position Title: Enrollment & Recruitment Specialist**

**Reports to:** Head Start Director  
**Schedule:** Full Time: 40 hours/week: Monday-Friday 8:00-4:30 PM  
**Location:** TBD  
**Classification:** Non-Exempt  
**Pay Range:** Grade 06

**Summary:**

Responsible for managing Eligibility, Recruitment, Selection, and Enrollment (ERSEA) of Head Start participants. Enter and review program data to assure program policies and outcomes are met for all reporting requirements related to ERSEA.

**Duties and Responsibilities/Essential Functions**

- **Lead** the ongoing recruitment efforts to identify eligible applicants for the program. Organize efforts of field staff and other management team members. Identify new, additional recruitment strategies. Assist in the implementation of new, additional strategies. Conduct identified recruitment strategies as part of a team approach.
- Evaluate, design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria with accuracy and timeliness.
- Monitor and report on eligibility, enrollment, and selection.
- Ensure the program maintains its funded enrollment level by maintaining accurate enrollment data for waitlist, enrollment and other related procedures that are in accordance with federal and state regulations.
- Provide input and solutions to develop and or revise the agency's ERSEA systems, policies and procedures with data to support the development or change.
- Provide training information and support to staff and families related to ERSEA and appropriate community resources by meeting all deadlines of specified trainings.
- Provide reports with accurate data to Head Start Director and staff as needed.
- Track volunteer time and donations in database and provide reports as needed.
- Collaborate with management team to ensure all ERSEA related needs of the program are being met.
- Involved with agency projects and reports, including the Community Needs Assessment
- Maintain systems, database, files, etc. ensuring security of data.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program. Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Executive Director.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Communicate frequently with other staff; promote teambuilding within the HS management and agency teams; host team meetings.
- Implement the **ICCC Mission and Core Values:**
  - **Responsive:** Monitor systems and staff needs and adapt to changing a changing environment to best support the ICCC and Head Start mission. Respond timely to staff / management team needs.
  - **Connection:** Foster connection, understanding, and empathy for difficult or complicated situations on staff caseloads.
  - **Respectful:** Provide respectful application materials, interactions, and enrollment requirements to help families participate without feeling judged.

## **Education and Experience**

- Minimum of a High School Diploma / GED.
- Preferred 2 years college or degree in social services, human relations or related field
- Intermediate to advanced computer skills, including internet and e-mail. Experience in maintaining detailed records on a computer system and handwritten documents.
- Capacity to communicate face to face, electronically, and over the phone with the public, community partners, staff and applicant families.
- Preference for knowledge and experience in child development, education, health, nutrition, safety, and family dynamics, typically gained by at least one year of relevant work experience.

## **Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Must have flexible schedule to accommodate family needs for program services, supporting staff in conducting their tasks, includes some evening or weekend hours.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Travel to various locations for training and networking opportunities, occasional overnight stay(s) will be required. Proof of a valid driver's license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

## **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May occasionally need to provide supervision to children that may include classroom, family event, and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings.

## **Work Environment**

Employee will be located in an office as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

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Signature

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Date