



**Position Title:** Part-Time Data Tracker Specialist (Children's Trust)

**Job Code:** 8308

**Reports To:** Program Manager

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Data Tracker Specialist is responsible for overseeing the management of the grant, attending meetings and trainings, collecting, entering and analyzing data on a daily basis to ensure that all grant reports and grant requirements are prepared and maintained consistently.

**Duties & Responsibilities:**

- Assists students with registration on class choices
- Conducts data entry, maintenance and security of student files participating in the grant
- Responsible for follow up with parents regarding accuracy and completion of paperwork
- Works closely with Camp Director, Assistant Camp Director and Lead Counselors to ensure that grant requirements are being maintained
- Prepares grant reports on a weekly basis for review and submits reports on a monthly basis
- Ensures that students' information is correct and that all students have taken the Pre and Post-test
- Creates and maintains grant files and data tracker database is accurate and updated.
- Ensures that every student file is complete and pre tested prior to their fourth day of attendance.
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Thirty (30) college credits and two (2) years' experience working with children or High School Diploma/GED & four (4) years of experience working with children.
- Good computer skills
- Excellent interpersonal, communication and organization skills
- Ability to prepare and provide records and reports of attendance
- Must be comfortable working in a team setting
- Must attend mandatory trainings

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name