# Program Coordinator Job Description
# & Protected Time Addendum
# 0.10FTE, 0.25FTE, 0.50 FTE & 1.0 FTE

**General Summary**

Project ADAM (Automated Defibrillators in Adam's Memory) is a not-for-profit community program based within the *insert children's hospital department*. The program's mission is to support schools—and, when capacity allows, youth sports and community sites—in developing Heart Safe programs grounded in national best practices for cardiac emergency preparedness. The Program Coordinator collaborates with the Project ADAM Medical Director, school-based Site Champions, the Project ADAM National Network, community partners, and key stakeholders to implement, sustain, and evaluate the Project ADAM Heart Safe program within the designated service region. Refer to the **Program Budget Template** for further sustainability planning.

**Protected Time Expectations**

The Project ADAM Program Coordinator position includes dedicated protected time to ensure effective onboarding, training, and ongoing support for schools implementing Heart Safe programs. It is recommended that affiliates progress toward a staffing model that provides 0.50 to 1.0 FTE of dedicated Project ADAM Program Coordinator support.

- **0.10 FTE (4 hours/week):** Recommended for affiliates with very limited capacity, those in the earliest exploratory or foundational stages of program development, or those maintaining minimal ongoing activities such as responding to inquiries, supporting a small number of schools, and sustaining essential program functions.
- **0.25 FTE (10 hours/week):** Recommended for affiliates in early program development, those supporting a small number of schools, or those focusing primarily on foundational program setup and limited onboarding activities.
- **0.50 FTE (20 hours/week):** Recommended for affiliates serving a moderate number of schools or operating a single-state program with manageable onboarding and maintenance needs.
- **1.0 FTE (40 hours/week):** Recommended for affiliates supporting large geographic regions, multiple districts, or high-volume onboarding, training, and ongoing program maintenance.

**Essential Functions**

- Collaborates with Pediatric Cardiology (or the department housing Project ADAM), Children's Hospital Foundation, Marketing and Communications, Community Outreach, and Government Relations to build and sustain program activities.

- Builds and maintains relationships with schools to support the development of Project ADAM Heart Safe School programs.
- Responds promptly to Project ADAM inquiries within the service region.
- Educates and mentors school nurses or other designated Site Champions in developing and maintaining Heart Safe programs.
- Conducts Heart Safe School educational sessions to engage and onboard schools across the service region.
- Markets, implements, and evaluates the Project ADAM Heart Safe School Designation program.
- Coordinates data collection to maintain accurate program contacts, track Heart Safe program progress, and supports national data collection best practices.
- Ensures program activities align with evidence-based standards for cardiac emergency preparedness.
- Maintains and updates educational materials for local use.
- Disseminates communications and newsletters to program contacts.
- Promotes collaborative relationships with stakeholders locally and nationally.
- Participates in the annual in-person Project ADAM National Conference and monthly virtual Program Coordinator meetings.

**Sample Hourly Breakdown**
**0.10 FTE (4 hours/week)**

| Activity Area | Hours/Week | Description |
|---|---|---|
| **School Engagement & Onboarding** | 1 | Responding to occasional inquiries, maintaining contact with a very small number of schools, and supporting early-stage or minimal Heart Safe program steps. |
| **Education & Training** | 0.5 | Providing limited foundational education or brief guidance to Site Champions as needed. |
| **Program Maintenance & Data Management** | 1 | Maintaining essential program contacts, tracking minimal progress, and supporting required national data elements at a basic level. |
| **Communications & Materials** | 0.5 | Updating essential materials and sending infrequent communications to maintain program visibility. |

| Activity Area | Hours/Week | Description |
|---|---|---|
| **Stakeholder Collaboration** | 0.5 | Engaging with internal departments or community partners on a limited basis to sustain core program awareness. |
| **Program Development & Quality Improvement** | 0.5 | Participating in required meetings, reviewing standards, and supporting foundational QI activities appropriate for early-stage or low-volume affiliates. |

**Sample Hourly Breakdown**
**0.25 FTE (10 hours/week)**

| Activity Area | Hours/Week | Description |
|---|---|---|
| **School Engagement & Onboarding** | 3 | Responding to inquiries, supporting a small number of schools, and guiding early-stage Heart Safe program steps. |
| **Education & Training** | 2 | Delivering limited educational sessions and providing foundational mentorship to Site Champions. |
| **Program Maintenance & Data Management** | 2 | Maintaining essential program contacts, tracking basic progress, and supporting required national data elements. |
| **Communications & Materials** | 1 | Updating essential materials and sending periodic communications. |
| **Stakeholder Collaboration** | 1 | Engaging with internal departments and community partners as needed. |
| **Program Development & Quality Improvement** | 1 | Participating in QI activities, reviewing standards, and attending required meetings. |

**Sample Hourly Breakdown**
**0.50 FTE (20 hours/week)**

| Activity Area | Hours/Week | Description |
|---|---|---|
| **School Engagement & Onboarding** | 6 | Responding to inquiries, onboarding new schools, supporting Site Champions, and guiding schools through Heart Safe program steps. |

| Activity Area | Hours/Week | Description |
|---|---|---|
| **Education & Training** | 4 | Delivering Heart Safe School educational sessions, coordinating drills, and mentoring school nurses/Site Champions. |
| **Program Maintenance & Data Management** | 4 | Updating program contacts, tracking designation progress, supporting national data collection, and maintaining documentation. |
| **Communications & Materials** | 2 | Preparing newsletters, updating educational materials, and coordinating with internal departments. |
| **Stakeholder Collaboration** | 2 | Engaging with hospital departments, community partners, and the national network. |
| **Program Development & Quality Improvement** | 2 | Reviewing evidence-based standards, participating in QI initiatives, and attending required meetings. |

**Sample Hourly Breakdown**
**1.0 FTE (40 hours/week)**

| Activity Area | Hours/Week | Description |
|---|---|---|
| **School Engagement & Onboarding** | 12 | High-volume onboarding, district-level coordination, and ongoing support for large or multi-state regions. |
| **Education & Training** | 8 | Frequent educational sessions, drill support, and expanded mentorship for Site Champions. |
| **Program Maintenance & Data Management** | 6 | Robust data tracking, reporting, and alignment with national best practices. |
| **Communications & Materials** | 4 | Developing and updating materials, newsletters, and communication strategies. |
| **Stakeholder Collaboration** | 4 | Regular engagement with hospital leadership, foundations, community partners, and national network activities. |
| **Program Development & Quality Improvement** | 6 | Leading QI initiatives, supporting publications, and participating in national meetings and professional development. |