

Community Action Partnership of Central Illinois Job Description



Position: Recruitment Coordinator
Supervisor: Management Systems Manager on Point
Classification: Level III

+ Overview

The Recruitment Coordinator shall be responsible for assisting in the creation and implementation of a comprehensive recruitment strategy for CAPCIL Head Start. The Recruitment Coordinator shall have an awareness of the compliance requirements as outlined under section 1305 of the HHS Performance Standards—Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. Primary responsibilities include the maintenance of a database of Head Start prospects and accepted applicants. The Recruitment Coordinator is responsible for organizing, promoting, and attending recruitment events, as well as developing and disseminating marketing materials on behalf of the organization.

+ Essential Job Functions

- Process applications and notify families of application status following agency, state, and federal requirements
- Complete and maintain up-to-date master list of all p
- Work closely with Staff and Management Team to gather information needed to complete applications and monitor incomplete applications.
- Keep accurate and up-to-date management recruiting lists to distribute to management and staff, as appropriate.
- Generate reports from client database program, per timeline.
- Produce and distribute Head Start marketing materials, collaborating as needed with Chief Visionary Officer
- Attend and represent the Program at Community Events
- Interprets and explain eligibility criteria, procedures, and policies to potential clients and promote other agency services as appropriate
- Maintain an effective working relationship with staff, families, agencies, in our communities
- Assist in planning and implementation of meetings and training.
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 15 hours in-service training annually.
- Coordinate the recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.
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+ Education and Experience

- High School Diploma or GED required, Associates preferred
- Knowledge of and willingness to create partnerships with area agencies, districts, and programs
- Knowledge or willingness to learn Head Start Performance Standards and DCFS requirements
- Experience with Microsoft Applications including SharePoint and our client database system
- Excellent client relations, customer service and/or business development
- A valid Illinois driver's license, insurance, and reliable transportation.
- Willingness to travel throughout the six county service area.

Commented [JD1]: Take out Bachelor's

Commented [JD2]: Mandated Reporter Training

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: September 18, 2025

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- Successfully complete fingerprint and background check as required by 89. Ill. Adm. Code 385, Background Checks (Section 407.110).
- Must be able to lift 50lbs and assist children as needed.
- Must successfully complete CPR, First Aid, Mandated Reporter, Food Handler Certification, and any other certification deemed necessary for the operation of the program.
- This position requires you to drive an agency vehicle, therefore, you will be subject to CAPCIL insurance reviews. If for some reason, you are unable to be insured by the agency's insurance, you will be unable to drive CAPCIL vehicles, which could result in termination.
- Able to work without close supervision

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-B Retirement plan (CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Increase staff participation in community wide recruitment events	At least 2 planned events in each county per month	Recruitment plans indicate at least 50% of county staff attend each event per month	At least 2 planned events are recorded in the recruitment plans
Fulfilling ERSEA requirements	Recruitment plans completed	100% Recruitment plans	Recruitment plans updated by Friday each week
	Maintain a waitlist program wide	At least 14 completed applications recorded in the Cap60 waitlist	Each classroom has a waitlist each month

Commented [JD3]: Completed applications per month to maintain a waiting list. Pick a number? 10? 20?

Signature of Staff Member

Date

Signature of Human Resources Director

Date

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