



POSITION DESCRIPTION

TITLE:	SITE COORDINATOR – HIGH SCHOOL
DEPARTMENT:	PROGRAMS
STATUS:	Full-time - Non-Exempt – Salary
Salary Range:	\$28,000 - \$34,000/annually – Based on experience
Benefits:	Full Benefits
REPORTS TO:	REGIONAL PROGRAM MANAGER
SUPERVISES:	SITE STAFF

OVERALL RESPONSIBILITIES:

The **High School Site Coordinator** will work directly with site staff and school to plan and implement activities for use in after school programs; recruit participants, coordinate the programs for the site, communicate with parents and develop program schedules. The High School Site Coordinator is responsible to the Regional Program Manager, School Principal and School Liaison for effective and timely implementation of program policy, goals, and procedures.

ESSENTIAL FUNCTIONS:

- Ensure overall success of all enrichment programs or projects.
- Manage day to day operations of site.
- Supervise staff who implements program components.
- Meet any and all Woodcraft Rangers, funder, partners or district mandated deadlines.
- Organize own work daily, weekly and monthly to ensure key deadlines are met and to ensure work for key stakeholders is completed on time and according to instructions.
- Assist in coordinating events, activities and meetings for school administration, parents and community organizations to increase awareness and support of the program.
- Provide leadership for part-time site staff, students, and volunteers; and provide the necessary coaching, training, and performance assessment to ensure quality programming is delivered to our students.

- Establish and maintain student attendance accounting and reporting procedures.
- Ensure program compliance and program quality is met according to funding, partner and Woodcraft Rangers guidelines or requirements.
- Attend department meetings and professional development trainings offered by the organization
- Works cooperatively with Program Manager, and supports collaborative goals.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Knowledge and experience working in expanded learning programs or youth recreational facilities.
- Two years' experience in program coordination and supervision.
- Two years supervisory experience
- Experience working with High School students
- AA Degree or at least 9 units in Child Development and working towards a BA in social work, education, recreation or related field, preferred
- Strong communication skills – oral and written communication
- Experience in working with ethnic and culturally diverse communities
- Strong interpersonal skills and leadership ability
- Bilingual in English and Spanish desirable
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher and Outlook
- Valid LIVE Scan, TB Clearance, and CPR Certification

HOURS:

Full-time - Monday through Friday - 40/hours a week

*******Must submit resume containing the position title in the subject line of the email in order to be considered for the position. *******