



## POSITION DESCRIPTION

<b>TITLE:</b>	SITE COORDINATOR – LARGE MIDDLE SCHOOL
<b>DEPARTMENT:</b>	PROGRAMS
<b>STATUS:</b>	Full-time - Non-Exempt – Salary
<b>Salary Range:</b>	\$27,000 - \$34,000/annually – Based on experience
<b>Benefits:</b>	Full Benefits
<b>REPORTS TO:</b>	REGIONAL MANAGER
<b>SUPERVISES:</b>	SITE STAFF

### OVERALL RESPONSIBILITIES:

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

### EXPECTATIONS:

- Supervise staff who implements program components, including parent and intersession workshops
- 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 support of the program
- Meet any and all District mandated deadlines
- Develops a Parent Advisory Commission and meets with them regularly
- 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 that all students sign-in and sign-out of program
- Submit semi-monthly timesheets of all site staff
- Submit all paperwork in a timely manner correctly filled out and with all signatures
- Attend department meetings and professional development trainings offered by the organization
- Works cooperatively with Program Manager, and supports collaborative goals.

### **QUALIFICATIONS AND EXPERIENCE:**

- Knowledge and experience working in afterschool programs or youth recreational facilities
- Desire to work outdoors
- Two years' experience in program coordination and supervision.
- Two years supervisory experience
- Experience working with Middle 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
- Must know the basic Microsoft Word, Excel, PowerPoint, Publisher and Outlook
- Valid LIVE Scan, TB Clearance, and CPR Certification, preferred

### **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. \*\*\*\*\***