**Department:** After School  
**Title:** Site Coordinator  
**FLSA Status:** Non-Exempt  
**Reports to:** After School Director  

**Purpose:** The Site coordinator will work closely with the Collaborative for Educational Services and Palmer High/Middle school faculty and administration for the daily management of the after school program. CES After School Programs provide high-quality after school experiences that help young people develop skills and confidence that will help them find success in school and in life. The Site Coordinator will lead efforts designed to engage students in learning which integrates relevant academic components while also capitalizing on each individual’s interests and strengths.

**Essential Functions:**
- Recruiting, hiring, and orienting qualified staff, including activity leaders and volunteers.
- Facilitates ongoing communication amongst staff, team building opportunities, and regular staff meetings to reflect on program operation and quality.
- Effective use of the after school on-site observation tool which includes oral and/or written feedback for line staff around program quality.
- Provides open, honest feedback and ongoing supervision for all staff, including 1:1 meetings and year end evaluations with core staff.
- Collaborates with the After School Director to formulate and track progress of all program specific initiatives and action plans according to the timeline provided by Central Office.
- Works with CES central office staff to provide ongoing trainings for program staff as needed.
- Implements a program which offers students balanced enrichment offerings to engage in (arts, physical activity, technology, etc).
- Works with the After School Director to link after school programs to the school day program through communication with the principal, guidance and teachers to identify and set goals for supporting individual students and to explore curriculum connections.
- Attends important school meetings i.e. professional developments, staff meetings.
- Activate advisory councils that include parents, youth, school personnel, and community representation that set policy and provide advice about future directions.
- Works with the After School Director to oversee site’s budget. Demonstrates effective follow-through with budget directives.
- Works to keep the program in communication with parents/guardians.
- Coordinates administrative details including payroll, ordering supplies, invoices, snack reimbursement, and data collection for state and federal reporting according to guidelines set by CES with support from CES Central staff.

**Additional Responsibilities:**
- Maintain records and files in designated fashion.
- Submit required student data within defined time lines.
- Attend Site coordinator meetings with one excused absence allowed.
- Maintain inventory of materials and equipment, and participate in ordering when necessary.
- Attend all relevant CES after school trainings and planning meetings.
- Assume any additional responsibilities as directed by the After School Program Director or designee.

**Qualifications:**
- Bachelors or graduate degree in education or related field.
- Teacher licensure is preferred.
● Previous experience in after school programming is preferred.
● Previous experience in managing small sets of staff is a plus.
● Must have a reliable vehicle or reliable transportation (shared ride, public transportation) available to travel to site and attend meetings.
● Working knowledge of and/or the ability to learn various technologies, including, but not limited to Google and/or Zoom as well as other blended learning tools and software technologies.

Physical Demands:
● Able to travel to designated work locations.
● Ability to multi-task and respond to demanding job duties with a positive mindset.
● Must be able to enter, exit, and move through and between classrooms and/or other locations throughout the day. At some locations this will mean moving between floors.
● Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
● Requires the ability to effectively handle job stress in the performance of duties.
● Position requires the ability to operate a computer keyboard and other office equipment.
● Ability to use various technologies, including, but not limited to Google and/or Zoom as well as other blended learning tools and software technologies.

Work Conditions:
● Skilled at working independently and collaboratively in a fast paced environment.
● Ability to handle interruptions and maintain productivity.
● Ability to work with diverse personalities.
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
● Requires travel and meetings which may take place in the evening.
● Experience working with youth.
● Excellent oral and written communication skills.
● Must be able to work independently.

Terms of Employment:
● 25 hours per week.
● Monday through Friday/school year (summer programming may be possible).

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.