EDUStaff Posting

Posting Date: May 30, 2019
End Date: June 14, 2019 before 4:00 p.m. or until filled
Job Title: 21st CCLC Site Coordinator
Salary Level: Administrative Support – 31,000-34,000/annually
Terms of Employment: Full-time, 43 wks/year, 30-34 hrs/wk
Responsible To: 21st CCLC Program Director

Please apply online at www.edustaff.org
  • Scroll down the left side menu and click on AppliTrack Openings
  • Submit an application

General Job Function: The site coordinator will develop, manage, and maintain high-quality, youth-centered programs which impact student achievement through academic and enrichment activities for students and their families during out-of-school-time hours.

REQUIRED QUALIFICATIONS:
• Exceptional leadership skills with supervisory experience.
• Ability to articulate, exhibit, and model best practices in youth development.
• Ability to establish positive culture through relationships with youth, staff, families, and the community.
• Ability to lead continuous improvement by providing feedback to youth and staff.
• Excellent communication, organizational, and computer skills.
• Knowledge of current educational best practices.
• Experience coordinating activities for youth and families.

EDUCATIONAL REQUIREMENTS:
• Meet requirements for DHS Child Care Center School Age Program Director.
• Bachelor’s degree, or higher, in education, early childhood education, child development or a child related field OR Associates degree in early childhood education or child development and at least 480 hours of experience in the field.

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