

# Sheridan Community Schools



**Job Title:** Site Coordinator – FLIGHT Before and After School Program

**Reports to:** FLIGHT Program Director

**Work Location:** Sheridan Middle/High School – Coordinator will work with students from both schools

**Work Schedule:** 180 days per year, M-F, 2PM – 6PM school days only

**Salary Range:** \$16-20/hr

## Job responsibilities and other relevant information:

### Program Overview

**FLIGHT** (Fun, Learning, Inspiring, Growth, Helping, Together) is a before and after school care program designed to provide a safe, engaging, and supportive environment for students during out-of-school hours. The program aims to foster academic support, social-emotional learning, enrichment opportunities, and community connection.

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## Position Summary

The FLIGHT Site Coordinator is responsible for the day-to-day management of the Middle/High School FLIGHT program site. This role includes supervising staff, coordinating activities, ensuring a safe and welcoming environment, snack distribution and tracking, and maintaining effective communication with students, families, school personnel, and the FLIGHT Program Director. Each school site will have a dedicated Site Coordinator to meet the unique developmental needs of the age group served.

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## Key Responsibilities

- Oversee the daily operations of the FLIGHT program at the assigned school site (Middle/High School).
- Provide on-site leadership and support for program staff including activity leaders, aides, and volunteers.
- With the FLIGHT Director, develop, implement, and manage age-appropriate daily schedules, activities, and enrichment opportunities.
- Ensure the safety and supervision of all students at all times.
- Serve as the primary contact for families at the site, handling communications, inquiries, and concerns in a timely and professional manner.

- Collaborate with school personnel and the FLIGHT Director to align programming with school culture and academic goals.
  - Maintain accurate attendance records, incident reports, snack distribution tracking, and other documentation as required.
  - Monitor program supplies and equipment; submit purchase requests as needed.
  - Support staff training and ongoing development; assist with onboarding of new team members.
  - Uphold and model the values of FLIGHT including respect, responsibility, inclusion, and learning.
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## **Qualifications**

- Minimum of 2 years of experience working with school-age children in an educational or out-of-school time setting.
  - Experience in a leadership or supervisory role preferred.
  - Strong organizational and communication skills.
  - Ability to manage multiple responsibilities and adapt to changing circumstances.
  - CPR and First Aid certification (or willingness to obtain upon hire).
  - Background check clearance required.
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## **Preferred Skills and Attributes**

- Passion for youth development and education.
  - Ability to lead a team with positivity and accountability.
  - Creative and resourceful in designing engaging and age-appropriate programming.
  - Familiarity with child development principles relevant to either elementary or adolescent populations.
  - Bilingual abilities a plus.
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## **Working Conditions**

- Indoor and outdoor activity supervision required.
- Must be able to lift up to 25 lbs occasionally.
- May involve early morning and/or evening hours based on site needs.