Budget Source: 21st Century Community Learning Center Grant – PHS H.S. Site Coordinator

Employment Term: The 2025-26 school year. This is a grant-funded position. Position is contingent upon student enrollment.

Minimum Qualifications:

- · Bachelor's degree or associate Degree preferred; HS Diploma required
- · Experience working with Preston County Schools preferred.
- Experience working with at-risk youth
- Relate well with children and adults.
- Excellent interpersonal skills.
- · Excellent organizational skills.
- · Experience working with parents and community preferred.
- Experience managing budgets.
- Working computer knowledge (Office365 products).
- Experience working with afterschool programming.
- Experience with supervision of staff preferred.

Job Description:

- · Coordinate and supervise implementation of proposed activities at 21st CCLC site.
- · Supervise staff in the development of program schedules based on student interest and needs.
- · Maintain site plan with integrity. Attend all required training and professional development.
- · Collaborate with site coordinators, school staff and administration, parents, and community partners to meet children's needs.
- · Collect, analyze, and disseminate data to assist instructors in planning student-centered lessons.
- · Complete daily attendance and snack count during each session.
- · Observe, collect, and complete activity report information.
- · Recruit students, staff, and volunteers.
- · Promote the program. Work with PHS administration and staff as well as PCS bus operators to accommodate transportation needs.
- · Attend advisory committee meetings and other community collaborative meetings, as appropriate.
- · Assist in professional learning for program staff and volunteers.
- · Ensure project requirements (surveys, reports, CIPAS) are completed in a timely manner.
- · Work non-traditional hours (beyond regular school day and/or year).
- · Evaluate Knight's Academy staff and provide feedback.