



Department: Education Department
Program: After School
Position: Site Coordinator
Classification: Seasonal
Compensation: \$22.00 per hour
Reports to: Director of Education Services
Date: August 29, 2022

Job Announcement

Objectives:

Under the guidance and supervision of the Director of Education Services, the Site Coordinators' main role is to coordinate and supervise designated After School Program Site. Site Coordinator will coordinate after school program activities in cooperation with the school site administrators. Site Coordinator is responsible for creating a safe and healthy learning environment for students and after school program staff.

Essential Duties and Responsibilities:

- Participates in all selected dates for personnel training
- Attends mandatory training prior to the start of the program
- Coordinates and supervises afterschool program site
- Ensures programs are in compliance of all rules and regulations
- Ensures and evaluates program effectiveness, makes modifications as needed
- Provides ongoing coaching for After School Program staff and volunteers
- Resolves issues and concerns (students, staff, parents, school admin)
- Monitors and enforces student behavior
- Provides leadership and assistance to After School Program team and students
- Monitors students in the use and care of equipment and materials
- Coordinates pre and post evaluation, collecting and recording data
- Maintains great communication with parents, school site administration, teachers, and staff
- Serves as a role model for program students
- Monitors students for overall safety
- Monitors suspicious activity and inappropriate conduct from unauthorized individuals on school site
- Records student and afterschool program staff attendance
- Monitors student arrival and dismissal



- Coordinates with Director of Education Services to maintain proper inventory of all necessary program materials and supplies
- Provides coverage and leads student groups when an instructor is absent

Qualifications:

- Successfully pass a criminal background investigation
- Provide proof of TB test results
- Ability to effectively structure, coordinate and supervise an afterschool program
- Ability to lead academic and enrichment classes in a classroom setting
- Must be available for the following shift: M-F between 1:45-6 :00pm

Education and Experience:

- Junior or Senior in college, graduate student, or multiple years of experience working in an After School Program
- Prior experience as a Site Coordinator preferred

Desired Skills and Abilities:

- Ability to coordinate daily After School Program tasks
- Ability to demonstrate initiative and flexibility
- Ability to work independently and efficiently, exercising good judgment in a fast-paced multi-task environment with minimal supervision
- Strong interpersonal skills
- Ability to communicate effectively, verbally and in writing, with personnel, students, and supervisors in a courteous and professional manner
- Fluent in both English and Spanish.

Work Environment and Physical Demands:

- Standing for extended periods of time, kneeling, bending, pushing and pulling, sitting, and the ability to lift 30 pounds
- Facility to hear and understand speech at normal room levels.

Employment Status:

The Site Coordinator is a seasonal position and will terminate with the culmination of the program.



Travel:

N/A

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change any time with or without notice

Please submit your resume to:
Education and Leadership Foundation
Attn: Jesus Galvez, Educational Services Director
4290 E. Ashlan Ave. Fresno, CA 93726

Or by email to:
jgalvez@education-leadership.org

Deadline:

Position Open until Filled.