



21st Century Site Coordinator Description

Overview:

The 21st Century Site Coordinator will be responsible for implementing a full-scale after school, Saturday school, and summer school program for students over the course of a school year. Outstanding project planning skills and an analytical, detail-oriented mind are critical for success in this role. The ability to be a leader and advocate, budget with purpose and intentionality, and implement programming with fidelity while adhering to federal and state regulations will be critical to the Site Coordinator's success. The pay is \$27.00 an hour.

Responsibilities:

1. Ensure required reports are submitted on time to the 21st Century District Coordinator
2. Organize and work closely with school administration to implement program
3. Ensure high-quality program services and support to enrolled students that meets the 21st century program objectives in an effective manner
4. Influence, motivate and manage others to meet deadlines and achieve measurable, ambitious results
5. Assure regular student participation, as defined by program requirements, by monitoring attendance and taking steps to ensure that regular student counts are met or exceeded
6. Coordinate data entry and evaluation of program
7. Organize supplies, materials, equipment, and transportation for center
8. Recruit, train, and develop frontline staff to achieve intended objectives
9. Lead and facilitate on-going planning efforts including community outreach
10. Experience navigating relationships and partnerships successfully
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12. Manage the recruitment and retention of students
13. Facilitate communication and create a link between the school-day and the program
14. Attend all required meetings, conferences, and trainings

Qualifications:

- Proven track record of personally achieving success and of leading others
- Experience working with families with diverse backgrounds and cultures
- Experience navigating relationships and partnerships successfully
- Knowledge of community resources
- Excellent written and oral communication skills
- Bachelor's degree required, preferably in Education