

Springfield Urban League, Inc.

**IN-HOUSE POSTING
Job Description**

Site Coordinator

SUMMARY: Site Coordinator is responsible for the development, facilitation and supervision of safe and effective operations of youth program activities and collaboration with parents, students, program stakeholders.

ESSENTIAL FUNCTIONS:

- Ensure effective communication both oral and written with program manager, school personnel, parents, and students at assigned site.
- Follows direction of program manager and/or building principal or center's management in regard to policies and procedures. Prepares reports as required in an accurate and timely manner.
- Adheres to program requirements. Maintains records needed for program administration.
- Serves as direct supervisor to program support staff. Manages and oversee daily operations of site staff. Provides training, guidance and direction as needed.
- Meets with parents, students, and community members; addresses concerns in respectful, sensitive manner. Ensures stakeholders are informed of programs progress through email, phone calls and/or required reporting.
- Participates in professional development and project-related trainings as assigned to promote positive behaviors and professionalism.
- Coordinate the creating, planning and maintaining of a safe and healthy learning environment while utilizing positive strategies to support the social and emotional development of all the students.
- Implements applicable district, agency, and grant policies and regulations.
- Facilitates partnerships with appropriate public and private agencies that provide services to the students and families.
- Analyzes and applies information from periodic program evaluations.
- Monitor student progress and needs as appropriate.
- Provide education in the areas of Reading, Math, Science, Nutrition, Technology and Homework Assistance.
- Performs ongoing program enrollment and recruitment to ensue program deliverables are met.
- Perform related duties and responsibilities as requested by program manager.
- Responsible to insure the safety and security of students, staff, and school property during the after school program.

- Establishes and maintains communication with regular day and after school staff, principal, community agencies/partners and families regarding all aspects of student involvement in the program.
- Assists in planning and facilitation of parent involvement activities.

QUALIFICATIONS:

1. Bachelor degree and/or established work experience.
2. Exceptional written and oral communication skills.
3. Responsible for upholding Springfield Urban League Inc.'s code of conduct.
4. Consists of working with school age children and is an active job requiring employee to participate in activities with youth.
5. Must pass a criminal background check.
6. Have a valid driver's license and personal vehicle insurance or access to same.
7. Must be highly organized and able to work well with others.
8. Creative, strategic and analytical thinker with the ability to manage multiple projects.
9. The ideal candidate will have previous supervisory experience in a community-based organization.
10. Knowledge of Microsoft Office and Windows based computer application and database management

Please submit Letter of Interest or Resume to the Office of Human Resources, Springfield Urban League, Inc. – 100 North 11th Street, Springfield, IL 62703 by Tuesday, August 1, 2017.

The Springfield Urban League, Inc. is an Equal Opportunity Employer.