JOB DESCRIPTION

21st Century Community Learning Centers After-school Site Coordinator in Springfield District #186 elementary, middle, and high schools.

Responsibilities include the design and implementation of afterschool program activities; collaboration with parents, students, school personnel and community members; staff supervision; and direct program management. Candidates must have prior experience in program development and management. Have ability to multitask, and be able to resolve challenging situations productively and without personalization. Strong verbal & written communication skills with supervisory experience preferred.

ESSENTIAL FUNCTIONS:

1. Ensure effective communication with Director, and Program Manager, school personnel, parents, and students at assigned site.

2. Follows direction of Director and/or building principal or center’s management in regard to policies and procedures.

3. Adheres to program requirements.

4. Report any endangering situations immediately to Director, and Program Manager and or building principal.

5. Serve as a member of the youth program site team.

6. Develop procedures and systems to allow for efficient and effective monitoring of progress in the Science, Technology, Engineering & Math (STEM) arena and for the activities of students.

7. Support the activities of the Springfield Urban League and associated organizations in the development of activities to engage students, identify careers opportunities and promote STEM education initiatives with in an afterschool setting

8. Ability to liaise effectively with schools, other educational organizations, service providers and others to ensure the effective development of quality programming.
9. Assist the Director, and Program Manager to ensure integration and coordination of multiple program activities.

10. Prepares reports as required in an accurate and timely manner.

11. Leads, participates in, and is responsible for youth program activities at assigned site.

12. Meets with parents, students, and community members; addresses concerns in respectful, sensitive manner.

13. Participates in professional development and project-related trainings as assigned.

QUALIFICATIONS:

1. Bachelor degree and/or established work experience preferred.

2. Show willingness to work evenings, nights, and weekends.

3. Must pass a criminal background check.

4. Have a valid driver’s license and personal vehicle insurance.

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