



<b>Job Title:</b>	Site Coordinator		
<b>Department/Group:</b>	After School		
<b>Location:</b>	Varies	<b>Travel Required:</b>	Varies
<b>Level/Salary Range:</b>	Varies	<b>Position Type:</b>	Contract/Part-Time
<b>HR Contact:</b>	Edwina Freeman		

The Site Coordinator oversees the daily coordination of the after-school program at their assigned school site, including daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers.

Job Description
<p><b>POSITION PURPOSE:</b></p> <p>To further the mission of the organization’s after school programming and to develop and deliver curriculum that is relevant to the student’s age and abilities.</p>
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Assist the Director of Programs with strategies and the implementation for student recruitment/retention, parent communication, and school administration communication.</li> <li>● Assist with the development of your team’s Youth Engagement Specialists and provide motivational leadership in a positive environment.</li> <li>● Facilitate initial and on-going training (i.e., training program volunteers, peer counselors)</li> <li>● Lead and organize weekly programming operations (i.e., case management and reporting daily attendance</li> <li>● Attend and chaperone students on off-site field trips.</li> <li>● Work with the Director of Programs to assess the program and provide continuous program improvement.</li> <li>● Attend mandatory in-service trainings and get required certifications (if applicable).</li> <li>● Assist in creating content and materials for curriculum dissemination.</li> <li>● Provide periodic program progress reports.</li> <li>● Lead in youth’s progress assessment reports and youth improvement plan implementation</li> <li>● Ensure site staff are complying to CDC’s and MNPS’ COVID guidelines, and there is a daily minimum of 1:15 staff to student ratio during the program.</li> <li>● Be prepared to switch to virtual programming if mandated.</li> </ul>
<p><b>OTHER RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>● Submit accurate, timely, written reports.</li> <li>● Aid in or handle special assignments as directed.</li> <li>● Complete basic administrative work.</li> </ul>
<p><b>QUALIFICATIONS:</b></p>

- Bachelor’s degree preferred in social work, psychology, volunteer management or 5+ years of work experience in youth development and youth/program coordination.
- Two or more years’ experience in mentoring and youth development, working within community organizations and/or schools required.
- Mandatory CPR and First Aid Certifications. (Training provided)
- Experience working in racially, ethnically, and socioeconomically diverse communities preferred

**EDUCATION REQUIREMENTS:**

- Must demonstrate awareness and acceptance of cultural differences of clients, staff, and community contacts.
- Successful clearance of local and/or state background checks
- Strong communication skills, both oral and written.
- Ability to plan and implement quality programs for youth.
- Computer literacy and competency
- Efficient planner - must be able to organize and schedule work priorities.
- Demonstrated ability to make decisions and judgments with youth safety and security foremost.
- Demonstrated ability to appropriately handle confidential and sensitive information.
- Demonstrated ability to accept and follow through on supervisory direction.
- Demonstrated ability to establish appropriate relationships and to effectively influence teens in a manner consistent with organization values.
- Valid driver's license, clear driving record and current automobile insurance.
- Must pass TBI Background check and all internal background verification requirements;
- Must have proficient, documented background experience and training in related area;
- Ability to interact with all age levels serving

**ADDITIONAL NOTES:**

List of benefits of working with DYMON to job descriptions

- Holistic working environment
- Mentorship
- Paid Professional Development Trainings
- Yearly Bonuses and Incentives
- Positive Work Environment
- Being a part of the major impact in youth lives
- Countless opportunities for expansion in personal development
- Scholarship opportunities for collegiate staff
- Paid self-care activities and workshops
- Full-time and part-time positions
- Full-time benefits: health insurance, dental insurance, funded retirement, paid vacations, and paid holidays

Reviewed By:	Edwina Freeman	Date:	January 2022
Approved By:	Brittany Tyler	Date:	January 2022
Last Updated By:	Angel Adams	Date/Time:	January 2022

