



CCLC SITE COORDINATOR (AFTER-SCHOOL PROGRAM)

QUALIFICATIONS:

- High school diploma or equivalent;
- Evidence of good leadership and citizenship qualities, and an interest in students;
- Ability to communicate well with adults and children;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- The ability to identify needs of youth in the community, and work with District, other agencies, and partners in coordinating services that meet those needs;
- The ability to organize and coordinate mentor programs;
- The ability to become knowledgeable about asset development in youth, and other specialized issues such as school dropout prevention, youth services, teen pregnancy prevention, drug and alcohol abuse, violence prevention and other issues pertaining to the development of healthy youth and communities;
- The ability to establish and maintain harmonious working relations with youth and families, board members, school staff, the public, and community partners;
- Skill in coordinating volunteers with diverse interests;
- Knowledge of other cultures and the ability to work with people from diverse ethnic and cultural backgrounds;
- Skill in information systems technology (word processing, spreadsheets, email, etc.);
- Willingness to participate in staff development activities, when appropriate, to increase awareness of benchmark requirements, and other educational issues that relate to the project;
- The ability to make appropriate, independent, on-the-spot decisions, guided by policy; and
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Special Programs Director and Building Principal.

JOB GOAL:

- To provide District students extended learning opportunities through a variety of activity-based after-school, vacation, and summer sessions.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- **Operations:**
 - Provide leadership and manage the site's day-to-day activities. Order goods and services necessary to implement activities. Keep the Project Director informed of the site's activities and problems. Assist in community-wide needs, assessments, inventories, and evaluations of existing programs and services. Initiate strategic and comprehensive community planning for youth asset development. Follow District policies, building rules, and perform other duties, as assigned by the Project Director. Work with the Building Principal on school problems of more than in-school import, such as transportation, special services, etc.
- **Communication/Community Involvement:**
 - Promote community awareness of the program among adults and youth through Direct outreach, special events, and the media. Prepare reports for the Project Director, as requested. Work with staff to develop activities to support students in meeting the Oregon Educational Benchmarks. Develop

internal and external communication documents (flyers, brochures, meeting announcements, press releases, etc.) Facilitate communication and collaboration among the center, the District, business partners, community organizations, and the community through participation in community and other networking meetings. Make presentations to community groups and recruit volunteers. Facilitate and attend meetings related to the project. Represents the project at community meetings and events.

- **Personnel Supervision:**
 - Recruit, train, direct, and supervise support staff, community volunteers, and partners. Assist the Project Director in the development of job responsibilities for support staff and volunteers. Assist with recruitment plans for volunteers in coordination with the District Director of Volunteer Services. Oversee work procedures and schedules, evaluate job performance, and recommend personnel actions.
- **Advisory and Youth Council Participation:**
 - Attend Advisory and Youth Council meetings, as needed;
- **Project Implementation:**
 - Implement project activities, as outlined in the grant proposal. Oversee approved activities, use of facilities and equipment, and volunteers. Maintain records of the outcomes of the program.
- **Working Conditions:**
 - A flexible work schedule with irregular hours and some overtime, regular evening meetings and some weekend assignments, a personal car required for travel to all parts of the community, with occasional travel required outside the community and state.
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date