



SITE COORDINATOR JOB DESCRIPTION

Work Schedule:

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Summer Program- 40 hours per week

After-School Program

Part-Time Position 15 hours per week (plus professional development)

Monday – Friday 3:30 pm - 6:30 pm

The Site Coordinator must be available to attend weekly staff meetings and professional development meetings which will be announced throughout the year.

DESCRIPTION

Oversees the daily coordination, supervision, education, and safety of the youth attending the AYES Afterschool Program at the assigned site including daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers. The purpose of this position is to further the mission of the organization's afterschool and summer programming and to deliver curriculum that is relevant to the student's age and abilities.

JOB RESPONSIBILITIES

- Manage the program site, enroll new children, and prepare bookkeeping information for the central office.
- Provide mentoring and support to individuals participating in the program.
- Lead the development, implementation, and running of issue-based targeted programs and activities, that are of high quality and centered around the needs of the participant.
- Support young people to reduce risk factors relating to anti-social and offending behavior and school participation.

- Establish and maintain effective professional relationships with young people and their families encouraging them to participate, engage, have fun, and achieve.
- Promote the service through a variety of means and resources to individuals, communities and professionals within AYES.
- To monitor, review and evaluate the effectiveness of the program, update where appropriate and provide detailed and accurate, written and verbal, monitoring and reporting.
- To complete all necessary paperwork with young people, including introduction, assessment, planning and review, monitoring key outcomes in line with AYES and NAZA.
- To participate and learn from training, supervision and other opportunities to enhance personal and professional development.
- To attend and participate in supervision in accordance with AYES policy.
- To proactively maintain professional knowledge regarding trends, policies and legislation in relation to working with children and young people.
- To be a positive role model at all times, maintaining a professional appearance and acting at all times to maintain the good reputation of AYES

Essential Functions

- Comply with all monitoring and evaluation systems, collect, and monitor information as appropriate and provide reports when required and actively contribute to the Partnership achieving successful outcomes for service users
- Maintain accurate, up to date records and work in accordance with organizational guidelines and procedures
- To comply with all aspects of our Code of Conduct and adhere at all times to national/local and AYES Safeguarding Policies.
- To reduce substance-related harm to the individual and the wider community
- Provide information within accordance with the confidentiality policy to the team involved with individuals to ensure a holistic approach.
- Actively participate in supervision and be willing to personally reflect on interpersonal dynamics within the therapeutic relationship and provide evidence of

achieving performance targets alongside other supervision requirements as detailed in AYES. policy.

- To report all problems and incidents to the Program Manager/Executive Director at the earliest opportunity.
- Uphold data protection legislation and local and formally agreed on information-sharing protocols and service user confidentiality agreements.
- Provide a full range of services in an outreach and in-reach capacity including satellites offices and in partnership with others.
- Undertake any other such duties as required within the spirit of the post.
- Supervises and engages group leaders, ensuring they are planning and implementing program activities that are culturally relevant, developmentally appropriate, and consistent with AYES values, with a focus on social-emotional development and academic achievement.
- Maintain accurate participation records and attendance. Maintain all program records for Categorical Program Monitoring audits conducted by NAZA.
- Attend NAZA and AYES staff development trainings.
- Work with school site teachers and principal to link after-school program activities with school day curriculum.
- When necessary, tutor and instruct students in the areas of language arts, mathematics and reading.
- Maintain written lesson plans of activities each week that align with school day learning models, along with daily activity logs. Hold staff training as needed.
- Ensures AYES policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, dress code, cell phone use, and emergencies.
- Maintains positive relations with students, parents, district and AYES staff. Models relationship-building skills in all interactions.
- Proactively communicates with the supervisor on all operations.
- Demonstrates sound judgment and professionalism in all interactions.

MINIMUM QUALIFICATIONS

Must be at least 18 years of age

- Must have at least 48 semester college units or successful completion of the Instructional Aide exam. AA Degree or higher preferred.
- TB test clearance
- Must pass TBI/FBI criminal background check
- Must be punctual and reliable.
- Must have experience working with youth and general knowledge base of core elementary subjects. Must possess strong classroom and behavioral management skills.
- Must be able to work independently or as part of a team.
- Must be able to communicate openly in a professional manner with students, parents, and community partners
- Must have sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities including ability to occasionally lift up to 25 lbs.
- Must be fit for frequent bending and standing.

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