

ALL4LOVE, Inc.

**Job Title:** ALL4LOVE Site Coordinator

**Reports To:** Executive Director (Community & Schools Division)

**Status:** Full-Time, Non-Exempt

**Location:** Dorchester County Public Schools (School-Based)

**Salary Range:** \$40,000 – \$60,000

### **Organizational Overview**

ALL4LOVE is a youth-serving 501(c)(3) nonprofit based in Cambridge, Maryland. Our mission is to empower the next generation of students in Cambridge and Dorchester County through equitable and transformative mentorship, leadership, and athletic programming.

Through our Community and Schools Division, ALL4LOVE partners directly with local schools to provide integrated student supports, mentorship, and access to resources that help students succeed both in and out of the classroom.

### **Position Summary**

The ALL4LOVE Site Coordinator serves as the lead implementer of the Communities In Schools (CIS) Model of Integrated Student Supports within an assigned partner school. This role is responsible for coordinating a comprehensive system of supports that addresses both school-wide and individual student needs through a structured, data-driven, and relationship-centered approach. Through a combination of mentorship, service coordination, and collaboration with school staff and community partners, the ALL4LOVE Site Coordinator ensures students receive the academic, social, emotional, and behavioral supports necessary to succeed.

The ALL4LOVE Site Coordinator operates at the intersection of school, family, and community—serving not only as a systems coordinator, but as a consistent, trusted adult presence for students. This is not a traditional desk-based role. Successful candidates must be comfortable engaging students throughout the school day and operating in dynamic, relationship-driven environments.

ALL4LOVE's Community and Schools Division operates in alignment with the Communities In Schools (CIS) Model of Integrated Student Supports. Site Coordinators are expected to implement this model with fidelity while incorporating ALL4LOVE's relationship-centered approach to youth development.

## **Core Responsibilities**

### **Student Support & Relationship Building**

- Build and maintain strong, consistent relationships with students throughout the school day
- Serve as a trusted adult and advocate for students, particularly those identified as high-need
- Support student development through mentorship, accountability, and connection to resources

### **Implementation of Tiered Student Supports**

- Lead implementation of school-wide (Tier I), targeted (Tier II), and individualized (Tier III) supports
- Collaborate, support and evaluate the development of the school needs assessment, and implementation plan in alignment with the community school framework to inform the annual needs assessment and school support plan through the CIS model.
- Identify students in need of additional support and coordinate appropriate interventions
- Facilitate small groups, check-ins, and individualized student plans

### **School & Community Collaboration**

- Work closely with school administrators, teachers, and support staff
- Coordinate services through the Community School Liaison, and School Support Team to ensure alignment and effectiveness of interventions
- Engage families and connect them with available resources
- Build relationships with community partners to expand student opportunities

### **Data Tracking & Evaluation**

- Complete timely and accurate data entry within CISDM and other organizational systems
- Maintain weekly documentation of student engagement, supports, and case notes
- Utilize student data to inform interventions, decision-making, and service adjustments
- Monitor student progress and adjust supports accordingly

### **Organizational Engagement**

- Participate in ALL4LOVE programming, events, and initiatives
- Support out-of-school-time activities, including occasional evenings and weekends
- Contribute to a positive, mission-driven team culture

## **Qualifications & Competencies**

### **Required**

- Strong desire to serve youth and a demonstrated commitment to making a positive impact in the lives of students, including the ability and willingness to build meaningful, consistent relationships
- Cultural and community competence, with the ability to effectively engage and support diverse populations
- Basic computer literacy, including the ability to use email, documents, and data tracking systems
- Strong communication and interpersonal skills as well as the ability to work independently while collaborating within a team environment

### **Preferred**

- Bachelor's degree or equivalent experience in education, social work, youth development, or a related field
- Experience working with school-aged youth
- Experience in mentoring, case management, or school-based programming
- Familiarity with Dorchester County or similar communities
- Willingness to learn and implement the Communities In Schools (CIS) model

### **Core Competencies**

- Ability to connect with and support high-need students
- Consistency, reliability, and strong work ethic
- Problem-solving and adaptability
- Cultural awareness and respect for diverse backgrounds
- Ability to work independently within a structured system

## **Work Location & School-Based Placement**

This is an in-school, site-based position. ALL4LOVE Site Coordinator will be placed within one of ALL4LOVE's identified partner schools within Dorchester County Public Schools. Current partner sites include, but are not limited to:

- Sandy Hill Elementary School
- Hurlock Elementary School
- North Dorchester High School
- Cambridge-South Dorchester High School
- Maces Lane Middle School

ALL4LOVE Site Coordinator will work within the assigned school during regular school hours and collaborate closely with school administrators, teachers, and support staff.

## **Benefits & Work Environment**

### **Time Off & Schedule**

- Paid Time Off (PTO)
- Personal Days and Mental Health Days
- School-aligned schedule with flexibility during summer months (reduced work weeks when applicable)

### **Professional Development**

- Paid training and certification opportunities
- Access to professional development in youth development, mentorship, and trauma-informed care
- Opportunities for travel (college visits, program trips, and conferences)

### **Work Resources**

- Apple laptop provided
- Organizational support and team collaboration

### **Additional Expectations**

- Must pass all required background checks for school-based employment, including clearance through Dorchester County Public Schools
- Must not appear on the National Sex Offender Registry
- Ability to work within a school environment and adhere to school policies and procedures
- Occasional evening and weekend availability required

*ALL4LOVE is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and welcome all qualified applicants.*