

# Memo

To: Program Directors  
From: Sarah Childress  
Date: December 2, 2020  
Re: Position Opening

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This position is currently open. Please forward this to your employees.

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**Job Title:** Site Coordinator (2 positions available)

**Location:** Hamblen Co.- Union Heights and Lincoln Heights

**Program:** LEAP/21<sup>st</sup> Century

**Position Summary:** Oversees and/or manages daily operations at project sites.

**Duties and Responsibilities:**

- Works with County Coordinator to plan activities, recruit volunteers, supervise and train staff and volunteers.
- Acts as liaison between school and project.
- Works cooperatively with regular school staff and lead tutors to obtain information about academic and behavioral needs and progress.
- Requisitions supplies and materials to support activities.
- Collaborates with school teachers to prepare customized learning programs.
- Assists program lead tutors in conducting program services and serves as fill-in staff as needed.
- Coordinates the school year and summer component requirements (record, eligibility, USDA Food Program, etc.) plan and activities with school personnel, parents and community groups.
- Collects data and continuously monitors progress/improvement.

- Completes monthly reports in a timely manner.
- Seeks accurate answers to difficult or complex questions and provides follow-up information in a timely manner as needed.
- Works cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.

**Education Requirements:**

- Minimum of Bachelor's degree in education or similar field.

**Experience and Skills Requirements:**

- Minimum of two years teaching and/or administrative/supervisory position related to the program's goals and objectives.
- Commitment to assisting students and parents achieve their full potential.
- Ability to work effectively with children with physical, developmental or learning disabilities.
- Should have appropriate knowledge and sensitivity to low-income participants and in outreach and recruitment of that group.
- Ability to work effectively with principals, teachers, program staff, volunteers, parents and students.
- Computer literacy is a must.

**Hours and Benefits:** Part-time; Non-exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Afterschool Site Coordinator, P.O. Box 1218, Morristown, TN 37816 or email to [awhite@douglascherokee.org](mailto:awhite@douglascherokee.org).