

Memo

To: Program Directors
From: Sarah Childress
Date: January 15, 2021
Re: Position Opening

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

Job Title: Site Coordinator

Location: Morristown

Program: 21st CCLC

Position Summary: The role of the site coordinator is to plan, promote and provide various activities in an afterschool program environment that promotes academic excellence, physical activity, health eating, positive personal development, as well as engage and support elementary aged children and their families in the community.

Duties and Responsibilities:

- Responsible for the overall on-site management of the after-school program and compliance with state and federal 21st CCLC/LEAP guidelines.
- Provides supervision/management of daily activities.
- Supervise and train tutors and volunteers.
- Plans programming based on evaluation results.
- Prepares sites for program start-up each year.
- Plan and conduct activities with tutor assistance to ensure performance goals are met.
- Ensure that schools have participating students flagged in the Student Information System.

- Meet with school teacher/principals every six weeks to align the afterschool reading/language arts and math curriculum with the schools' curriculum by unit.
- Meet with the school planning team monthly to review progress and improve activities to meet performance goals.
- Plan and implement/coordinate family engagement activities, including monthly Coffee and Conversation events.

Experience and Skills Requirements:

- Minimum requirement: B.S, Education with Tennessee Teacher Certification is preferred.
- At least 3 years' experience implementing or supervising positive youth development programs for at-risk children or youth.
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.
- 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.
- Possess excellent verbal and written communication skills.
- Computer literacy is a must. Proficiency in Microsoft Word and Excel helpful.
- Must be self-directed with the ability to work independently.

Hours and Benefits: Part-time; Non-exempt

To Apply: Send resume to: DCEA Human Resources, Attn: Site Coordinator, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.