

Memo

To: Program Directors

From: Sarah Childress

Date: January 31, 2020

Re: Position Opening

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

Job Title: Site Coordinator

Location: Hamblen County

Program: 21st CCLC

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 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:

- Minimum Bachelor's degree in education or a similar field with a minimum of two years' teaching and/or administrative/supervisory position related to the program's goals and objectives.

Experience and Skills Requirements:

- Commitment to assisting students and parents achieve their full potential.
- Ability to work effectively with children with physical, developmental or learning disabilities.
- Ability to work with participants, families, and partners of various cultural and ethnic backgrounds, with demonstrated ability to accept, respect, and engage.
- 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. Proficiency in Microsoft Word and Excel helpful.

Hours and Benefits: Part-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: 21st CCLC Site Coordinator, P.O. Box 1218, Morristown, TN 37816. EOE.