**Site Supervisor/Coordinator (Full)**

**Job Description**

Position: Site Supervisor/Coordinator (Full)

Status: Part-Time Position

Reports To: [Name]

Supervisor: [Name]

**General Function:**

Plans, organizes, coordinates, implements and evaluates Afterschool programs to deliver high quality programs that increase student achievement and provide enrichment/recreational opportunities. These positions work collaboratively with staff, schools, community partners, and parents to provide students and their families with extended learning day activities.

**Job Duties:**

(The following are examples only and are not to be construed as being all exclusive or inclusive.)

* Recommend and assist in the implementation of program goals and objectives. Implement program guidelines and procedures.
* Plan, prioritize, assign, instruct, coordinate and review the work of Afterschool program staff, volunteers and interns involved in the areas of assignment.
* Participate in recruiting, hiring, training, and providing technical supervision to Afterschool staff.
* Provide information and answer questions for the public; investigate complaints to recommend and implement corrective actions as necessary to resolve complaints.
* Plan, develop, coordinate, implement, and evaluate academic and recreation before/Afterschool programs and services.
* Market and promote programs and services including the preparation of fliers, newsletters, pamphlets, brochures, and public speaking.
* Work cooperatively with community partners and other agencies to provide a balanced program.
* Research, develop, prepare, and present various reports on programs and activities. Ongoing collection of data to ensure efficiency and effectiveness of program goals and objectives.
* Monitor and evaluate program budgets. Assist in budget preparation and monitor and control expenditures; the preparation of cost estimates for budget recommendations; development of justifications for budget items.
* Monitor program compliance with laws, rules, regulations, and policies related to provision of program services.
* Ensure the safety of patrons, general public, equipment, vehicles by identifying and implementing risk management procedures and practices.
* Coordinate the scheduling and reservation of facilities for use.
* Promote programs through culturally competent outreach projects such as holding open houses, hosting tours, and community presentations.
* Facilitate trainings for Afterschool staff as needed.
* Coordinate and facilitate monthly staff meetings.
* Collaborate with other Program Coordinators and other staff to provide coordinated, successful, and effective programming.
* Manage and coordinate all aspects of registration processes, transportation, and meal programs.
* Create and implement an effective student behavior management system in accordance to policies and best practices.
* Ensure equity in provision of programs and ensure diversity in all programming and staffing aspects in accordance with district policy.
* Ensure compliance with all applicable local, state, and federal laws and regulations.

**Qualifications:**

* Strong, positive, and attentive supervisory skills.
* Knowledge and ability to work effectively with all students with particular attention to the physical, academic, emotional, and social needs of youth.
* Ability to outreach and program for a diverse variety of student needs including language, academics, ability, income-level, familial status, gender, race, ethnicity, and sexual orientation.
* Strong organizational skills and the ability to plan, prioritize and coordinate programs and staff.
* Strong positive interpersonal skills, mediation skills, problem-solving skills, and the ability to communicate effectively, both orally and in writing.
* Ability to work in a culturally competent and effective manner with diverse groups of people, staff members, administrators, and the general public.
* Ability to exercise diplomacy and sound judgment in confronting and resolving conflicts and complaints.
* Ability to work independently with minimal direct supervision.
* Adaptability to organizational, supervisory, community, and program changes.
* Ability to prioritize work tasks.
* Ability to provide leadership with managing students’ behavior.
* Ability to control expenditures.
* Ability to use current office technology and equipment

**Minimum Qualifications**

1. Graduation from a two-year college with major course work in education, community services, human services, recreation, public administration or related field; and at least two years of experience in recreational programming, education, social services, human services, community services or related areas; or
2. Graduation from a four-year college or university in education, community services, human services, recreation, public administration or related field; or
3. Graduation from a senior high school or equivalent, and at least four years of experience in recreational programming, education, social services, human services, community services or related areas.

Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the job may be considered qualifying.