**Site Supervisor/Coordinator (Basic)**

**Job Description**

Position: Site Supervisor/Coordinator (Basic)

Status: Part-Time Position

Reports To: [Name]

Supervisor: [Name]

**General Function:**

The Site Supervisor coordinates and facilitates Afterschool programs as described below:

**Job Duties:**

* supports academic classes and helps to plan enrichment activities
* schedules classes
* registers students
* arranges transportation and meals
* monitors student behavior
* supervises Afterschool staff
* coordinates staff meetings
* collaborates to offer evening family involvement activities
* creates systems to gather and report data such as student attendance, staff time sheets etc.

**Qualifications:**

* Demonstrates ability to assist, develop, plan and coordinate student programs.
* Ability to collaborate with multiple project partners to offer academic and enrichment classes to students and families.
* Demonstrates organizational skills and ability to prioritize work.
* Strong interpersonal skills and ability to communicate effectively, both orally and in writing.
* Good public relations skills and commitment to client services.
* Knowledge and ability to work with a diverse student population.
* Strong behavior management skills.
* Ability to work harmoniously and effectively with a wide variety of people including students, families, school staff and grant community partners.
* Ability to create and lead an Afterschool "team".
* Ability to work under multiple projects and deadlines.
* Ability to work with frequent interruptions and receive directions from various administrators.
* Flexibility and willingness to work various hours as needed.
* Bilingual Preferred.