Site Coordinator
Classification: Part-Time, non-exempt
Schedule: 25-30 hours/week, M - F 2:30-6:00, plus 2 hours per day of admin work during school hours; including community/relationship building at school site.
Rate of Pay $14-$16/hr

Description:
San Diego After-School All-Stars provides free, comprehensive after school programming that keeps children safe and helps them succeed in life. The Site Coordinator plays a key leadership role for the organization, acting as a bridge between the central office staff and the program site staff. This position requires a complete understanding of the After-School All-Stars program model and the ability to work in partnership with the school administration to meet the specific needs of that particular school community and culture. Under the supervision of the Program Manager, the Site Coordinator is directly responsible for planning, coordinating and evaluating a comprehensive after school program at an assigned school site. The Site Coordinator is also responsible for supervising staff, interns and volunteers, as well as managing the budget and maintaining required registration and attendance records. This position requires excellent relationship building skills and the ability to collaborate with community partners to bring in additional resources to support the program. The Site Coordinator position is based on the school year calendar and ends at the end of the 2013-2014 school year. The work schedule is subject to all school holidays and breaks. This position is based at Keiller Leadership Academy. For more information on the San Diego After-School All-Stars, go to www.afterschoolallstars.org.

Requirements:
- Must be at least 18 years of age and have completed 48 units of college coursework. Students pursuing degrees in Education, Child Development, or related fields are encouraged to apply
- BA preferred
- Two years of work or volunteer experience working directly with youth, preferably in an after school setting required
- A minimum of one year of work experience supervising staff
- CPR, First Aid Certifications required within 30 days of hire
- Livescan fingerprints and TB test results required prior to employment
- Verbal, visual and auditory ability to respond to critical incidents and act swiftly in an emergency situation, to enforce safety regulations and to apply appropriate policies and procedures
- Excellent verbal and written communication skills
- Demonstrated Ability working with culturally diverse populations, fluency in Spanish preferred

Responsibilities:

Management and Execution of After-School All-Stars program at assigned school site
- Participate in all aspects of program planning, implementation, and hiring for program staff
- Design and deliver curriculum for academic and enrichment programs
- Serve as a liaison between school and After-School All-Stars Program Manager
- Review electronic time cards for accuracy
• Adhere to and participate in the planning and support of all calendar events of the program
• Represent After-School All-Stars at community and school functions (including, but not limited to teacher staff meetings, PTA meetings and back to school nights)
• Attend all staff meetings, in-services and safety training
• Provide a structured and safe environment for students in the After-School All-Stars program
• Attend thirty hours of training per year

**Supervision**
• Provide direct supervision of staff, interns, volunteers, and after school activities
• Ensure that all students receive one hour of homework assistance
• Oversee and monitor safety of students in the program at all times
• Ensure each activity maintains a 20:1 student/staff ratio daily
• Ensure ASES compliance

**Administrative Duties**
• Conduct semi-annual employee evaluations
• Responsible for proper completion of attendance sheets
• Submit incident/injury/behavior reports
• Monitor staff training hours, ensuring that each Youth Leader receives twenty hours of training per year
• Create monthly publications (calendars, newsletters, and flyers) for distribution to parents, school, and community