**Better Basics**

JOB DESCRIPTION

**JOB TITLE**: **Site Coordinator WORKWEEK:** **20 Hours M-F**

**HOPE 21st CCLC**

**WORK STATUS: Seasonal WAGE CLASSIFICATION**: **Non-Exempt, Hourly**

**REPORTS TO: Program Director – HOPE 21st CCLC**

**POSITION SUMMARY** (functions and objectives):

* Assists in planning and overseeing implementation of all activities at the HOPE 21st CCLC site assigned
* Leads select student service learning projects.
* Instructs students during academic and enrichment activities and ensures successful student participation.
* Models best practices for all HOPE Teachers.
* Provides essential input for grants and other funding sources

**ESSENTIAL PERFORMANCE SKILLS, DUTIES AND RESPONSIBILITIES**:

* Assists in recruiting HOPE Center personnel
* Conducts recruitment and registration of students/participants
* Supervises HOPE 21st CCLC site staff
* Conducts service-learning and other activities at each site, weekly
* Ensures effective use of resources when implementing the 21st Century grant through strategic planning and consultation with Better Basics office staff
* Documents program activity through photographs and video.
* Troubleshoots and evaluates program to ensure program is efficient and effective
* Provides supervision to teachers and HOPE staff including observations, modeling best practices in teaching and classroom management, and implementing the discipline process
* Ensures timely submission of timesheets and other payroll materials
* Transports materials, supplies and documentation between program site and office.
* Ensures successful implementation of volunteer service
* Manages CNP Dinner program records
* Provides Development & PR Director with stories for public release and grants
* Communicates with and develops working relationships with Fairfield Board of Education personnel
* Communicates with and develops working relationships with major community supporters, i.e. Mayor of Fairfield, Police Chief, Fire Chief, and others
* Coordinates with school personnel regarding all facility issues including building security and facility maintenance
* Monitors inventory and assists with annual inventory process
* Attends, as requested, meetings and workshops at the national, state, and local levels
* Follows Office Procedures

**ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE:**

* Four-year College Degree preferred
* Excellent organizational, communication, and writing skills
* Classroom or camp experience preferred
* Knowledge of best practices for classroom management and elementary education
* Knowledge of federal and state regulations governing 21st Century Community Learning Centers
* Computer experience in MS Word, Excel, and Power Point, as well as e-mail proficiency
* Professional appearance and disposition with volunteers and staff

**ESSENTIAL TECHNICAL SKILLS, QUALIFICATIONS, EDUCATION/EXPERIENCE: (continued)**

* Current driver’s license, personal transportation, and ability to drive on the interstate
* Approved background check

**PHYSICAL DEMANDS**:

* Transport up to 30 lbs. of books and materials

**WORK ENVIRONMENT**:

* Better Basics office one day a week and then daily to HOPE 21st CCLC site in Fairfield
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF THIS DOCUMENT.**

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EMPLOYEE SIGNATURE DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER