



Urban League of Broward County

Employment Opportunities

Position: **SITE COORDINATOR**
Classification: Nonexempt
Type: Part Time 18 hrs./per wk school year; Summer 28 hrs. per week
Hourly Rate: \$21.64
Department: Programs / Youth Force Middle School Program
Supervisor: Program Coordinator
Revision Date: March 2024

Purpose of Position

A **Site Coordinator** is ultimately responsible for providing program oversight for approximately 35 middle school students. The Site Coordinator's general responsibilities include daily operation of the after-school program, including, but not limited to: strong leadership, overseeing site staff, consistent monitoring of after-school program, daily student attendance tracking, as well as ensuring safety policies and procedures are followed.

Essential Duties and Job Responsibilities:

- ❖ Serve as a liaison between the site program staff and Program Coordinator.
- ❖ Provide support to Program Coordinator.
- ❖ Coordinate the meal distribution to students in the after-school program and properly track and account for all meals.
- ❖ Ensure safety policies and procedures, as set by Before and After School Childcare (BASCC), are followed and documented.
- ❖ Maintain and review student sign-in and sign out sheets and reconcile with the school absence and early dismissal lists daily.
- ❖ Collects program group summaries from site staff weekly and submit to the Program Coordinator.
- ❖ Contact parents/guardians daily to notify of student absence from the program and notify Program Coordinator of excessive student absences.
- ❖ Manage program equipment and materials/supplies.
- ❖ Supports the implementation of programs by ensuring staff follow safety regulations and requirements as well as operational and reporting procedures to facilitate adherence to BASCC parameters.
- ❖ Attend monthly professional development and training activities and meetings provided by the Program Coordinator
- ❖ Assist with program Quality Assurance process by ensuring day-to-day activities of the program schedule are followed.
- ❖ Enter all safety drills, incident reports, and other required reporting into BASCC's Program Data Management System (PDMS)
- ❖ Submit required programmatic paperwork, reports and group summaries as requested in a timely fashion.
- ❖ Advise the Program Coordinator of needs and/or issues within program areas
- ❖ Perform other related duties as may be assigned.

Education/Experience

- ❖ Associate's degree required. Bachelor's degree preferred in the field of education, business, or related discipline. A combination of education or certification and experience will be considered.
- ❖ Management experience required; at least two years of supervisory.
- ❖ Experience working with middle school students.
- ❖ Experience working with families and youth with multiple risk factors required.
- ❖ Experience in program administration in an education and/or community-based organization.
- ❖ Must be personable and demonstrate integrity and honesty.
- ❖ Ability to use Microsoft Office.
- ❖ Exhibits self-motivation, flexibility, and good decision-making skills.
- ❖ Must be comfortable working in a fast-paced environment, while remaining flexible, proactive, and efficient.
- ❖ Strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- ❖ Significant experience in team-oriented, multi-faceted organization required.

Other

- ❖ Must have a valid Florida Driver License and reliable transportation.
- ❖ Must pass a Level 2 background and drug screening.

If interested in being considered for the position, email your resume and cover letter to:

hiring@ulbcfl.org

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