



Helping Courageous Moms Lift Their Children Out of Homelessness

Job Description

Title: Site Coordinator
Reports to: Youth Director
Supervises: Group Leaders, Interns, and Volunteers

SUMMARY:

- Assists in the administrative and programmatic operations of the Youth Program.
- Assists in developing and implementing outcome measurements.
- Assists in developing and implementing quality improvement activities.
- Assists with developing service plans in conjunction with all involved service providers, including schools.
- Manage day-to-day operations of the Above and Beyond Programs
- Provides direct services to program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Establish and maintain an environment conducive to motivating and challenging program participants.
- Keep health and safety of program participants as first priority.
- Be a positive role model. Help to interpret the quality of values to program participants, staff and parents.
- Implements program curriculum in youth programs, in the community and in the schools.
- Provides assessments, case management, advocacy and referrals.
- Acts as liaison to schools, DCF, the juvenile justice system and all involved providers.
- Conduct monthly progress meetings with parent and program participants.
- Create and update weekly behavior management and academic portfolios.
- Maintain and update program participant records.
- Responsible for the planning, coordination and leading workshops and gender-specific groups.
- Supervise group leaders, interns and volunteers.
- Develops an Individual Professional Development Plan for his/herself in conjunction with supervisor and meets established goals.
- Assists supervisees to develop and follow an Individual Professional Development Plan.
- Ensures compliance with all applicable laws and regulations.
- Collect, enter and report required data. Write / Complete reports for funding sources.
- Complete projects and reports as assigned.
- Completes all required trainings, including those required to advance Q.R.I.S.
- Attends all required meetings.

QUALIFICATIONS:

- BA degree in Early Childhood Education, Elementary Education, Adolescent Development, or Psychology or a higher degree and 6 college credits or EEC approved professional development equivalent in administration, management, or supervision.

- At least one year of experience working with school age children.
- Ability to work with diverse population.
- Must be confident and have the ability to command respect among students.
- Must be resourceful in creating a positive learning environment.
- Strong organizational skills, ability to handle multiple tasks.
- Must have strong written and oral communication skills.
- Must be computer literate.
- Must be team-oriented and self-motivated.
- Must possess excellent public relations and conflict resolution skills
- Must have current first aid and CPR certification within 3 months of employment.
- Must be able to work a flexible schedule including weekends to lead gender-specific groups and / or other program activities.
- Valid driver's license and access to vehicle required.