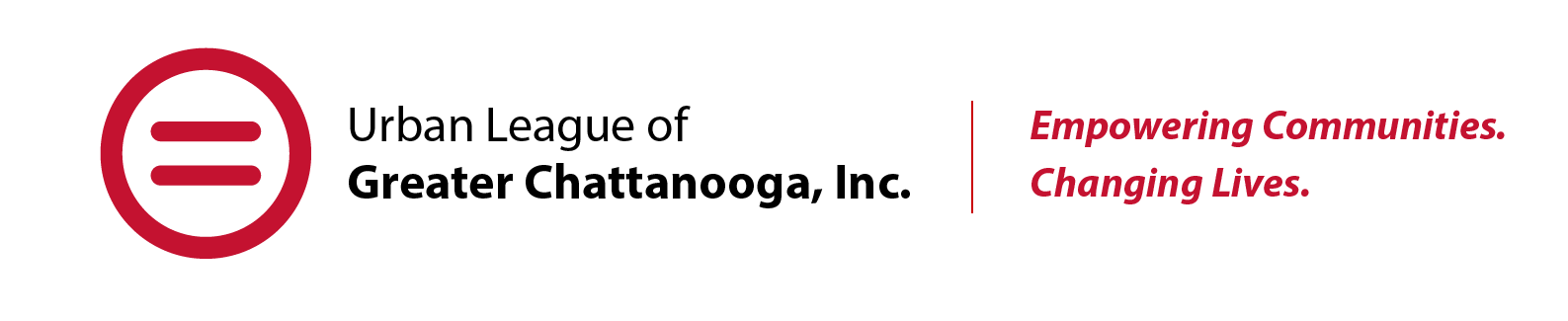
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**LEAPs Afterschool Program School**

**Site Coordinator Position Description**

**Urban League of Greater Chattanooga Mission Statement:** Since 1982, the Urban League of Greater Chattanooga (ULGC) has worked to enable African Americans, other ethnic minorities and disadvantaged persons to secure economic self-reliance, parity, power and civil rights.

For more than a decade, the ULGC has offered the LEAPs after-school program to provide students with academic enrichmentopportunities that reinforce and complement the regular school-day program. LEAP program activities vary based on the individual school’s needs and interest, but all schools offer academic supports in addition to a combination of:

* Reading skills development and enhancement
* Math skills development and enhancement
* STEAM exploration
* Computer literacy and skills development
* Academic mentoring or tutorial assistance
* Fitness, wellness, social development and/or enrichment opportunities

**Job Classification:** Part-time, temporary/seasonal employee(afterschool hours)

**Compensation:**$25.00 per hour

**Qualifications:**The LEAP Afterschool Site Coordinator will have demonstrated experience and a passion for working with school-aged children in education, health, social services or a similar setting. In addition, the site coordinator should possess a High school diploma required and at least two years of experience working with children/youth.

* Associates degree, preferred
* CPR certified, preferred

**Position Description:** The LEAP site coordinator is responsible for the overall success, site management, operations and integrated programming in alignment with the strategic and organizational goals of the program set forth by the state and ULGC. The site coordinators will also ensure that all TN School Age Child Care laws, regulations, and policies are followed by program participants, staff and volunteers. In collaboration with ULGC education team, the coordinator will be responsible for managing/training the staff, streamlining program curricula to achieve academic and enrichment goals working closely with contracted service providers, tutors, community stakeholders, parents and volunteers. The coordinator will work closely with the ULGC Senior Education Manager (K-12) and internal department staff to implement a high quality after-school program to meet the needs of students and program requirements.

**Essential Functions**

* Responsible for the overall on-site management of the after-school program and compliance with LEAP guidelines
* Supervises on-site extended learning team members
* Plans weekly/monthly activity schedule in partnership with ULGC education leadership
* Maintains enrollment data and academic records based on LEAP reporting guidelines
* Verifies and submits timesheets of tutors and support staff to ULGC education manager
* Utilizes ULGC education platform (Study Island or other) provided for academic development and support of students
* Submits achievement and disciplinary data for each student to the ULGC education manager
* Resolves conflicts with students, parents, and staff members
* Trains staff in safety procedures and CPR 18
* Implements and documents regular safety drills including fire, tornado, and lockdown
* Ensures site program meets all state and federally mandated requirements (i.e., site minimum hours per week of services)
* Completes and submits food and nutrition service records
* Ensures site participant data is accurate and prepared for entry into the student management system
* Effectively communicates any needs, issues or emergencies to the ULGC education leadership in a timely manner
* Attend professional development, as warranted by the ULGC

**Desired Knowledge, Skills, and Traits:**   
1. Ability to complete essential functions of the position.  
2. Knowledge of children and children’s activities.  
3. Excellent communication skills.  
4. Excellent leadership skills.

5. Excellent organizational skills.   
6. Ability to provide excellent customer service.

**Marginal Functions:**   
1. Make recommendations to Senior Education Manager on equipment, supplies, facility, and program needs.   
2. Set up and cleanup of program.  
3. Ability to be flexible and adaptable to new situations.

**Psychological Considerations:**The LEAP After School Site Coordinator may feel added pressure from the day-to-day responsibilities while also assisting staff, participants, and parents. The LEAP Afterschool Site Coordinator must remain calm and be able to address problems and issues that arise. The LEAP Afterschool Site Coordinator must be a good problem solver and able to develop creative responses to problems.

**Physiological Considerations:**The LEAP Afterschool Site Coordinator must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

**Environmental Considerations:**Indoor work conditions will include lighting, temperature, and noise. Outside conditions will include extreme temperature, sunlight, and precipitation.

**Cognitive Considerations:**The LEAP Afterschool Site Coordinator must exhibit good problem-solving ability and good judgment in keeping with the mission of the ULGC.

\*\*Background check will be required.

To apply, send your resume and completed job application to Ashley Williams, Sr. Education Manager (K-12): [awilliams@chat.net](mailto:awilliams@chat.net) and visit [www.ulchatt.net/education](http://www.ulchatt.net/education) to complete the online application for submission.

*The Urban League of Greater Chattanooga is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*