



Hoosier Uplands Economic Development Corporation

## Site Coordinator

Hoosier Uplands Economic Development Corporation seeks a Site Coordinator for the 21<sup>st</sup> Century Community Learning Center. This is an opportunity to oversee the 21<sup>st</sup> Century Community Learning Center at Springs Valley Elementary School, which is a part of the Strategic Development and Consulting Services Division of Hoosier Uplands. The site coordinator will provide overall programmatic leadership to the Shoals Elementary site.

<b>Position Title:</b>	<i>Site Coordinator</i>
<b>Department:</b>	<i>Strategic Development &amp; Special Projects</i>
<b>FTE/Classification:</b>	<i>27.5 hours/week, Non- Exempt</i>
<b>Reports to:</b>	<i>Program Director</i>
<b>Salary Range:</b>	<i>\$10.25/hour, start</i>
<b>Location:</b>	<i>Springs Valley Elementary</i>

### A. Duties and Responsibilities

1. Provide daily operation management for the 21<sup>st</sup> Century Community Learning Centers Program. Primary responsibilities include: implementing the program as described in the approved funding application; supervising program staff; providing required instruction to program participants; providing required evaluation and reporting related information as requested; coordinating parent forums; assisting with coordinating program advisory council meetings; working closely with the principals, faculty, and staff of the school in order for participants to benefit from the program; and keeping the Program Director updated on a continuous basis as new developments arise.
2. Work closely with program staff to ensure proper participant supervision, site preparation and clean-up, on-site record keeping, enforcement of program policies and procedures, serving of snacks as required, assistance with homework and other interaction with program participants, and immediately report any problems or concerns to the Program Director.
3. Provide supervision, guidance, and direction to program staff while monitoring the quality of the work they perform. Work closely in guiding staff in order for the program to benefit the participants, while managing the daily operations of the program effectively and efficiently.
4. Provide recommendations to the Program Director as necessary relating to any improvements needed in the delivery of the program.
5. Perform additional responsibilities as assigned.

