



Hoosier Uplands Economic Development Corporation

Site Coordinator

Hoosier Uplands Economic Development Corporation seeks a Site Coordinator for the 21st Century Community Learning Center. This is an opportunity to oversee the 21st Century Community Learning Center Shoals and Fayetteville Elementary Schools, 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 & Fayetteville Elementary sites.

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

A. Duties and Responsibilities

1. Provide daily operation management for the 21st 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.

Qualifications

- Excellent Written and Oral Communication Skills
- Demonstrated Ability to Communicate with all Populations and Work Independently
- Ability to Provide Effective Supervision, Direction and Guidance for Program Staff
- Demonstrated Organization, Networking, and Planning Skills
- Training and current certification of CPR and First Aid
- Valid Indiana Driver's License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation

Licenses/Certifications required:

1. Current Driver's License, proof of current vehicle insurance coverage

Working Conditions

1. Elementary school setting, usually in cafeteria or classroom
2. Sometime would be spent in a gymnasium as well as outdoors during free play time.

Physical Effort

3. This position will require occasional lifting of 10-20 pounds
4. This position may require you to be on your feet or walking for lengthy periods of time.

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

JOIN OUR TEAM!

Resumes may be sent via mail to: Hoosier Uplands
Attn: Deborah Coleman
500 W. Main Street
Mitchell, IN 47446

Resumes for this position only may be e-mailed to wcclements@hoosieruplands.org.