



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 at Shoals Elementary, 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 site.

Position Title:	<i>Site Coordinator</i>
Department:	<i>Strategic Development and Special Projects</i>
FTE/Classification:	<i>27.5 hours/week, Non- Exempt</i>
Reports to:	<i>21st CCLC Program Director</i>
Salary Range:	<i>\$10.75 starting</i>
Location:	<i>Shoals Elementary School</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; assisting with coordinating program advisory council meetings; working closely with the principals, faculty, and staff of the school; 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 reporting any problems or concerns to the program director. Site Coordinators must keep up-to-date on Indiana's Academic Standards and ensure the standards are being implemented into regular program activities.
3. Provide supervision, guidance, and direction to program staff, while monitoring the quality of the work they perform. Guide staff members to best serve the students, 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 Develop Projects and Mobilize Resources
- Demonstrated Organization, Networking, and Planning Skills
- Knowledge of Geographic Area of Southern Indiana
- Valid Indiana Drivers License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation
- Knowledge of Google Suite

Licenses/Certifications required:

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

Working Conditions

2. Temperature controlled office setting
3. Occasional evening and weekend hours required
4. Regular travel to AHEC meetings required

Physical Effort

5. This position requires computer use each day
6. This position may require occasional lifting of 10-20 pounds

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

03/23/21