



Hoosier Uplands Economic Development Corporation

Site Coordinator

Hoosier Uplands Economic Development Corporation seeks a Site Coordinator for the 21st Century Community Learning Center.

The Site Coordinator will spend time with K-6th grade students helping them achieve greater academic success by providing tutoring. They will also provide some programmatic assistance to the Program Assistants by helping plan activities for the age group to which they are assigned.

Position Title:	<i>Site Coordinator for 21st Century CLC</i>
Department:	<i>Strategic Development and Special Projects</i>
FTE/Classification:	<i>20 hours/week, Non-Exempt</i>
Reports to:	<i>Program Director</i>
Salary Range:	<i>\$13.00/hour, start</i>
Location:	<i>Paoli Elementary, West Washington Elementary, Springs Valley Elementary, Orleans Elementary, Shoals Elementary, Hatfield and Burris Elementary</i>

A. Duties and Responsibilities

1. Provide daily operation management for the 21st Century Community Learning Centers Program at the listed elementary schools. 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 schools 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 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 Organizational, Networking, and Planning Skills
- Ability to relate with program participants and their parents/guardians
- Ability to work independently without constant supervision/self-motivated
- Ability to serve as a positive role model for children and youth
- Training and current certification of CPR and First Aid
- Valid Indiana Drivers 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

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

Physical Effort

4. This position will require occasional lifting of 10-20 pounds
5. 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 critchison@hoosieruplands.org.