



Site Leader

Department	General Operations	FLSA Status	Non-Exempt
Reports To	Program Manager	Hours:	M-F 15-25 hours per week
Grade		Date Approved	

Position Summary

**BASIC PURPOSE:**

The Site Leader manages program activities and events at a OST program site.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

**ESSENTIAL FUNCTIONS**

Job Function

- Demonstrates responsibility and must ensure all four components are implemented and integrated into a program quality design. Submits calendar on a semester basis and lesson plans monthly for all activities. Maintains a tracking system on the site level for all program/site level activities.
- Ensures service levels and goals are achieved – includes recruitment and maintenance of numbers at levels
  - outlined for his/her site in any grant.
- Must be readily available during the school day to provide advocacy for students enrolled in program and must meet with schools, principals, counselors and others on the campus on a regular basis to align the school day with the site offerings.
- Must work with principals and school officials regarding recruitment efforts.
- Must conduct the campus needs assessment and develop the campus service delivery plan.
- Must meet with students, teachers, and parents as necessary to communicate student needs.
- Must facilitate strategies for student assessments, student interventions, and personal graduation plans, and determine best course of action.
- Must gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades, attendance, behavior referrals, student program participation, staffing, partners, etc. This information shall be entered into the TEASE TX

21<sup>st</sup> system by program staff at the site level and must be kept up to date and current as grant reporting deadlines will depend on the inputting of timely data.

- Must attend required conferences and training sessions and facilitate training to staff. All staff are required to
  - attend monthly staff development days and other trainings.
- Must make reasonable accommodations to meet with assigned Technical Assistance Coordinator as requested either through scheduled/unscheduled visits, participate in scheduled conference calls, etc.
- Must work with partners, community stakeholders, and vendors to coordinate program services.
- Reports to the CLC Program Director daily, regarding status of the facility, vehicle and staffing *prior* to the site opening.
- Responsible for correcting or reporting facilities maintenance issues at his/her site, including ensuring that program areas are organized and cleaned on a daily basis.
- Responsible for requesting supplies as need and following the Purchase Authorization procedure when purchasing program supplies and equipment. Ensures all program activities stay within specified budget.
- Responsible for the gas card and its receipts. Reviews time and labor for all program staff and ensures staff hours stay within specified budget.
- Works with the community to bring in outside resources, speakers, presentations and other opportunities at the site level.
- Coordinates transportation and transportation services.
- Encourages and maintains an open dialogue with counselors, teachers and principals of partnering schools for that site (includes communicating eligible students and reports to the schools).
- Is the point of contact for parent and student concerns – implements parent meetings at the site monthly. Manages family activities to include at least one family activity per week and at least one parent meeting each month.
- Manages the Community Advisory Council – holds meetings regularly as determined by Council (ideally monthly).
- Organizes an annual open house event for his/her site.
- Supervises, orientates, trains and evaluates part-time staff, work-study students and volunteers.
- Attends meetings on behalf of the program, including weekly coordinator meeting, and manages a brief site level meeting regularly with all center level staff. Also, if working in a church-based facility, ensures that he or she is communicating regularly with church personnel through attendance at church staff meetings to coordinate calendaring and programming at the site level.
- Submits monthly program success story and activity photos to the Program Director
- All other duties and responsibilities as assigned.

Education	Experience	License & Certification	Testing	Other
<b>Required:</b> Bachelor's Degree	<b>Required:</b> At least two (2) years- experience working with non- profit and children/youth	Current Valid Driver's License CPA License		
Special Notes				

**Basic Qualifications**

- Current Valid Driver's License
- Proficient use and knowledge of Microsoft Office: Word, Excel, Outlook, etc.

**Preferred Qualifications**

- Experience in Non-Profit accounting
- Knowledge in Quickbooks
- Excellent communication skills, both written and oral.
- Good time management skills with ability to work under and meet deadlines.
- Must maintain: driver's license with no major driving offenses, ability to drive 15-passenger van

My signature indicates that I have reviewed and accept my job description, and acknowledge that it is a guideline of my function and responsibilities as well as perform any other duties as assigned by my Supervisor.

Employee Signature		Supervisor Signature	
Date		Date	