



**SA Youth**

Job Description  
**SITE COORDINATOR**

**I. General Information**

Title: Site Coordinator  
 Reports to: Program Director  
 Site: SA Youth  
 Supervises: Facilitators, interns, volunteers  
 Hours: Monday-Friday 10:30a.m. – close (7:30). Hours vary in the summer (8-5).  
 Status: Full-time, exempt  
 Benefits: Refer to Personnel Policy Manual.

**Summary:** *the Site Coordinator manages program activities at a CLC program site.*

**Program Impact Statement:** The purpose of the 21<sup>st</sup> Century Community Learning Centers is to provide a safe, supervised learning environment for at-risk youth during the out-of-school hours when youth are most at-risk. The program’s objectives are to: Improve academics, improve attendance, improve behavior, improve promotion rates and improve graduation rates. At seventeen centers throughout San Antonio, located on various school campuses or held in conjunction with faith-based partners, SA YOUTH aims to provide a high-quality service for children in our inner-city.

**II. Qualifications**

- a. Reliable transportation, valid driver’s license, clear driving record, and ability to drive 15-passenger van.
- b. Must be at least 21.
- c. Bachelor’s degree required.
- d. At least 2 years experience working with nonprofit or children/youth.
- e. Computer proficient and able to type at least 35 wpm.
- f. Excellent communication skills, both written and oral; ability to work under and meet deadlines; and good time management skills.
- g. Must maintain driver’s license w/no major driving offenses and required certifications.

**III. Essential Job Requirements:**

For assigned SA Youth’s CLC program site(s), the Site Coordinator:

<b>SKILL</b>
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 on a monthly basis 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 the 21st CCLC 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 <i>prior</i> 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 on a monthly basis).
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 calendaring and programming at the site level. attendance at church staff meetings to coordinate
Submits monthly program success story and activity photos to the Program Director
Other duties as assigned.

#### IV. Additional Requirements

In addition to the stated requirements above, the Site Coordinator is expected to:

Clearly communicate with all staff and students.
Cooperate with other staff and volunteers.
Be professional, responsible, prompt, and client-driven.
Maintain a positive attitude and be a positive role model.
Be familiar with and follow all agency policies and procedures.
Dress appropriately (no shorts, no sleeveless or low-cut blouses, no sweats, and no flip-flops); SAYC shirts are required when at sites.
Treat staff, volunteers, and clients with respect.
Attend and participate in all required staff meetings, functions, and training opportunities.
Clock in and out each time he or she leaves or returns to the Center (on personal business) and clock out for all breaks.
Help other staffers occasionally to insure the smooth operation of the agency.
Work within the mission to meet all stated goals and objectives of the agency's programs.
Agree that his or her employment with the San Antonio Youth Centers may be ended at any time, with or without cause, with or without notice.
Occasionally work evenings and weekends to meet expectations and deadlines.

#### V. Language Skills

- Ability to read, analyze and interpret most complex documents relating to federal and state regulations and guidelines.
- Ability to respond effectively to the most sensitive inquires or complaints.

**VI. Mathematical Skills**

Ability to perform basic mathematical equations.

**VII. Reasoning Ability**

Ability to apply principles of logical thinking of a wide range of practical problems.  
Ability to deal with a variety of abstract or concrete variables

**VIII. Americans with Disabilities Specifications**

**Physical Demands:** 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.

**IX. Work Environment**

Work environment characteristics 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 enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not normally exposed to weather conditions. The noise level in the work environment is usually low to moderate.