



PO Box 7844, San Antonio, TX 78201  
 (210)223-3131 / Fax: (210)223-9939  
 Web site: www.sanantonioyouth.org

Date Posted: **02/01/2019**  
 Closing Date: **until filled**

## JOB POSTING

<b>Job Title</b>	<b>Site Coordinator</b>
<b>Department</b>	<b>Programs</b>
<b>Location</b>	<b>South San ISD – Out of School Time</b>
<b>Position Type</b>	<b>Full-Time</b>
<b>Work Days/Hours</b>	<b>Monday-Friday</b>
<b>Pay Rate</b>	<b>\$12.00 - \$15.00</b>
<b>Job Summary</b>	<p>The Site Coordinator manages program activities and events at a OST program site.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensures service levels and goals are achieved – includes recruitment and maintenance of numbers at levels outlined for his/her site in any grant.</li> <li>• 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.</li> <li>• Must work with principals and school officials regarding recruitment efforts.</li> <li>• Must conduct the campus needs assessment and develop the campus service delivery plan.</li> <li>• Must meet with students, teachers, and parents as necessary to communicate student needs.</li> <li>• Must facilitate strategies for student assessments, student interventions, and personal graduation plans, and determine best course of action.</li> <li>• 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.</li> <li>• Must attend required conferences and training sessions and facilitate training to staff. All staff are required to attend</li> </ul>

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 Site Lead Manager 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 Site Lead Manager.

<b>Qualifications &amp; Experience</b>	<b>Education Required:</b> AA or Bachelor's Degree  <b>Experience Required:</b> At least two (2) years- experience working with non-profit and children/youth
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If interested send letter of interest to  
Human Resources: [Carolina@sanantonioyouth.org](mailto:Carolina@sanantonioyouth.org)  
Equal Opportunity Employer



P.O. Box 7844 San Antonio, Texas 78207-0844  
 (210) 223-3131 / Fax: (210) 223-9939  
 Email: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. 05/11/2018

(PLEASE **PRINT** RESPONSES NEATLY)

Date of Application: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address:                      *Number*                      *Street*                      *City*                      *State*                      *Zip Code*

Email    Home Phone    Cell

Position Applying For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

\_\_\_\_\_ Full-Time                      \_\_\_\_\_ Part-Time                      \_\_\_\_\_ Temporary

Dates available to start work? \_\_\_\_\_

- Are you a veteran?    \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- Have you ever been previously employed by our organization?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- May we contact your present employer?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- Have you been convicted of a felony within the last 10 years?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- Can you submit proof of legal employment authorization and identity?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- If you are under 18 years of age, can you provide required proof?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
- Drivers license number (if driving is an essential job duty): \_\_\_\_\_
- How were you referred to us? \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**



### Employment History

Please provide all employment information for your past three (3) employers starting with the most recent.

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Immediate supervisor and title: \_\_\_\_\_  
 Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Summary: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
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 Immediate supervisor and title: \_\_\_\_\_  
 Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
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 Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
 Job Summary: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

### Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
 \_\_\_\_\_

### Educational History

List school name and location, years completed, course study, and any degrees earned:

High School: \_\_\_\_\_ Graduated: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 College: \_\_\_\_\_ Graduated: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Technical Training: \_\_\_\_\_ Graduated: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Other: \_\_\_\_\_



**References** List three references (business and professional only):

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, education institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of SA Youth not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I also understand that if I am employed I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_