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 Web site: www.sanantonioyouth.org

Date Posted: **09/10/2019**
 Closing Date: **until filled**

JOB POSTING

Job Title	Site Coordinator
Department	Programs
Location	Palo Alto
Position Type	Full-Time
Work Days/Hours	Monday-Friday
Pay Rate	\$12.00 - \$16.00 depending on education/experience
Job Summary	<p>The Site Coordinator manages program activities and events at a OST program site.</p> <ul style="list-style-type: none"> • Provides accountability and direction for the 21st CCLC program and other grant programs operated at the site. • 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. • Ensures program meets all state mandated requirements; such as a minimum of 15 hours per week of services, and all five elements: healthy snacks, homework help, remedial reading and math, one hour of weekly physical activity, and STEM activities. • 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 TX 21st 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

	<p>timely data.</p> <ul style="list-style-type: none"> • Must attend required conferences and training sessions and facilitate training to staff. All staff are required to <ul style="list-style-type: none"> ◦ 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. • Follows reporting schedule and submits all reports on time. • Reports to the OST 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. 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. • Assign staff to daily duties. • Conducts and documents emergency and safety drills. • Work 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 as needed. Manages family activities to include at least one family activity per week and at least one parent meeting each month. • 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 meetings, and manages a brief site level meeting regularly with all center level staff. • Submits monthly program success story and activity photos to the OST Director
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Qualifications & Experience	Education Required: AA or Bachelor's Degree Preferred: Master's Degree Experience Required: 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
Equal Opportunity Employer**