



**Job Title:** 21<sup>st</sup> Century Community Learning Center (CCLC) Site Coordinator

**Reports to:** Program Director

**Supervises:** 21<sup>st</sup> CCLC Site Liaison, program instructors, students, partner/vender staff, Family Program

**Salary Range:** \$18 - \$26 per hour (based on experience)

**Weekly Schedule:** 20 hours per week

**Term:** Program duration (approx. 32 weeks) – contingent on funding

### **Primary Responsibility**

The 21<sup>st</sup> CCLC Site Coordinator, under the supervision of the Program Director, assists with planning, implementing, hiring, supervising and evaluating all staff, programs, and activities to help students strive to improve in academics, attendance, behavior, promotion rates, and graduation rates; as-well-as be a key driver in maintaining quality family programming for families/parents of participating students.

### **General Responsibilities**

- Coordinate the planning, development, implementation, and evaluation of programs, services, and activities for partner school in cooperation with the Program Director
- Provide administration and direction to manage afterschool programming
- Supervise and monitor all 21<sup>st</sup> CCLC school partner site staff
- Assist with the recruitment and retention of students
- Assist with planning and conducting parent and family service programs and events
- Facilitate communication to all staff with teachers, principals, parents, community partners
- Ensure program has a posted schedule and daily written lesson plans with staff assignments
- Maintain all staff and student attendance and enrollment records in Cityspan
- Attend all mandatory meetings, conferences, and trainings
- Understand your responsibility as a role model for youth
- Document all outcomes and objectives as needed in reports to Illinois State Board of Education
- Provide accurate financial documentation and management for the site
- Assist with hiring part-time teachers and recruiting volunteer staff
- Supervise the performance of teachers, program volunteers, and community-based staff
- Provide leadership at special programs and/or events

### **Required Qualifications**

- Ability to communicate effectively to multiple audiences
- Willingness to work positively with and mentor youth
- Pass required criminal background checks
- Work afternoon and evening hours, and also occasional weekend shifts
- Ability to lift up to 10 pounds

### **Preferred Competences:**

- Bachelor Degree in Education Field
- Experience working in a school or community-based out-of-school time organization
- Knowledge of afterschool programs, communities, and/or positive youth development
- Bilingual (English and Spanish)

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