



Job Title: 21st Century Community Learning Centers (21st CCLC) Site Liaison

Reports to: 21st CCLC Site Coordinator

Supervises: Assists Site Coordinator with supervision of students, program instructors, vendor staff

Salary Range: \$15-\$20 per hour (based on experience)

Weekly Schedule: approximately 20 hours per week

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

Purpose

The purpose of 21st Century Community Learning Centers grant is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates and to offer quality family programming to families of participating students.

Primary Responsibility

The 21st CCLC afterschool Site Liaison, under the supervision of the Site Coordinator (SC), assists the SC with program activities, supervision of students, dismissal of students, responds to student/instructor requests in SCs absence, and other tasks as assigned by the SC.

General Responsibilities

- Maintain effective communication with the 21st CCLC Site Coordinator and/or school personnel
- Follow direction of 21st CCLC Site Coordinator or other manager(s) with respect to policies and procedures, and adhere to program requirements
- Meet with parents, students and community members; communicate in a respectful and confidential manner
- Identify needed supplies and resources, and inform 21st CCLC Site Coordinator
- Participate in professional development and program-related training activities
- Perform all other duties as assigned by Site Coordinator

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 10 pounds

Preferred Competences

- Associates 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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