



## After-School Program Site Coordinator

Exempt, Part-time

Everybody Wins Connecticut Inc. is seeking a person who loves working with children for part-time After-School Program Site Coordinator in its dynamic and diverse after-school program. The Site Coordinator will oversee the After-School program in conjunction with the Program Manager. The after-school program provides literacy, math, science and wellness enrichment programs to students in grades K – 3. This position coincides with the Hartford School District school calendar, working only when school is in session.

### Position Description

#### Duties and Responsibilities:

##### Communication

- Supervise After- School Program Leader and After-School Program Assistant positions.
- Assist School staff to identify students and help coordinate student outreach for the after-school program.
- Develop and maintain a high level of communication and positive relationship with principal, teachers, office staff, family resource coordinator, cafeteria staff, custodians and after-school staff.
- Develop and maintain positive parent relationships.
- Provide program orientation, encourage involvement, and maintain monthly contact with parents and school staff as appropriate.
- Provide on-going parent workshops, services and special events in partnership with Program Manager and Family Resource Coordinator.
- Respond promptly and courteously to parent concerns and/or complaints. Immediately notify appropriate school staff and supervisor of concerns and/or complaints.
- Communicate with parents regarding student progress and performance.

##### Program Development and Implementation

- Manage day to day operations of the program.
- Facilitate with Program Manager regular after-school staff meetings and trainings.
- Coach, supervise and provide professional development for after-school staff.
- Assume safety and supervision of students at all times with a 10: to 1 ration of adults to students.
- Assure classrooms and other shared school space is well maintained and left as found.
- Develop and maintain a schedule of academic, physical and enrichment activities.

Everybody Wins! Connecticut Inc. \* 30 Arbor Street \* Hartford, CT 06106 \* 860-232-3549

- Implement discipline techniques and classroom management.
- Assure accurate accounting of snacks.
- Maintaining accurate student data and records.
- Submit monthly student attendance and student snack reports.
- Participate in site staff meetings and on-going training opportunities.
- Perform other duties as assigned.

### Recruitment, Coordination and Collaboration

- Recruit and enroll program participants to meet grant requirements for daily attendance.
- Identify, train and supervise as needed teachers, paraprofessionals, volunteers, parents and community partners to implement academic, physical and enrichment activities.
- Attend school staff meetings as required to provide information and updates on after-school program.
- Establish and maintain relationships and/or partnerships with community-based organizations, public agencies, city agencies and other collaborators.

### Financial Management

- Maintain accounts for and collection of parent sliding scale payments weekly.
- Oversee staff timesheets and working hours.
- Maintain list of and account for program supplies both consumable and non-consumable.

### Comply with District and Grant Guidelines

- Oversee compliance with attendance, snacks, classroom, security, safety and transition to parent/guardian at end of program
- Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, permission forms, payrolls and surveys.
- Coordinate evaluation process, including, but not limited to, surveys of students, staff, teachers and parents.

### Skills and Qualifications

- Minimum of two years college or after-school accreditation.
- Experience working in a school or after school setting.
- Ability to work effectively with diverse populations including school, district, staff, teachers, parents and community members.
- Ability to implement and supervise a positive learning environment, incorporating academics and enrichment activities.
- Bilingual English/Spanish with English proficiency.
- CPR/First Aid certified preferred.
- Background check and sex offender registry clearance.

Everybody Wins! Connecticut Inc. \* 30 Arbor Street \* Hartford, CT 06106 \* 860-232-3549

One mentor, one child, one book at a time.....\* [www.everybodywinsct.org](http://www.everybodywinsct.org) \* visit us on Facebook and Twitter

**Reports to:** Program Manager, Everybody Wins! CT

**Contact:** Carol Scully, Executive Director  
Everybody Wins! CT  
30 Arbor Street  
Hartford, CT 06106  
860-232-3549  
[cscully@everybodywinsct.org](mailto:cscully@everybodywinsct.org)

Everybody Wins! Connecticut Inc. \* 30 Arbor Street \* Hartford, CT 06106 \* 860-232-3549

One mentor, one child, one book at a time.....\* [www.everybodywinsct.org](http://www.everybodywinsct.org) \* visit us on Facebook and Twitter