

So you want to be a **Site Director** at

C4k *Coalition For Kids*



Our mission is to help our children **grow in wisdom** (offering tutoring opportunities for academic success) and **stature** (feeding proper nutrition with snacks/meals and wellness activities) and **in favor with God** (sharing the gospel of Jesus Christ) **and man** (instilling young men and women with Godly character).

basic function

This position supports and supervises tutors. Ensure that the program promotes the development of each child's spiritual, physical, social, emotional, and cognitive development, in a nurturing, Christ-like environment. This position ensure that the tutors are supporting in planning, organizing and delivering programming. The Site Director is to plan and implement programs and build effective relationships with staff, children community partners and parents to fulfill the ministry and mission of Coalition For Kids. The position reports to the Regional Director and Director of Programming.

duties and responsibilities

- Set a positive Christian example, as a representative of the Coalition, in word, actions, attitude and relationships.
- Establish effective, positive, personal and team relationships with schools, parents/guardians and staff.
- Supervise tutors and provide support as needed.
- Provide a safe environment and oversee children's daily activities.
- Take an initiative to maintain site growth.
- Assist in creating/researching curriculum used in programs.
- Maintain and update student files.
- Manage communication software used to communicate with parents.
- Manage reports, facilitate activities and curriculum required by grants.
- Attend all meetings, staff gatherings, trainings, and Coalition events.
- Conduct weekly meetings with tutors.
- Maintain open, positive, and necessary lines of communication with Coalition staff, Regional Directors, Director of Programming, School personnel, parents and guardians, Children Advocacy Center, and Department of Children's Services.
- Direct and oversee volunteers, including monthly reporting of hours, with the assistance of the Director of Community Outreach.
- Maintain daily reports to be submitted to appropriate support staff to include meal count for kitchen staff and other staff as needed.
- Other duties and responsibilities as assigned by the Director of Programming or the Executive Director.

knowledge of

- After school program office terminology, practices, and procedures.
- Proficient computer skills to include Goggle Docs, forms & sheets, and Microsoft Office programs (Word, Excel, Publisher, and Outlook).
- Correct English usage, oral and written to include grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

- Time management and organizational skills.
- Knowledge of ages and stages of child development.
- Understand and follow state, federal and Coalition For Kids guidelines including immunizations, required health and safety training.

ability to

- Ability to plan and organize work, prioritize projects, manage multiple tasks, projects and deadlines and strong problem-solving skills.
- Ability to work independently, exercise discretion, and complete work in a timely fashion with multiple interruptions.
- Establish and maintain cooperative and effective work relationships with supervisors, other employees, parents and public.
- Learn, interpret, apply, and explain rules and regulations, policies, and procedures.
- Understand and work within scope of authority.
- Positively support and uphold Coalition For Kids policies and philosophy to parents, community, and others. Maintain good public relations with co-workers, students, parents, and public.
- Ability to compile and maintain accurate records and prepare reports.
- Must have the mental and physical stamina to respond immediately to multiple or unexpected situations or emergencies that arise in programming.
- Be accessible and available to parents every day to respond promptly with respect, sensitivity, interest and cooperation to their concerns.

education & experience

A four year college degree is preferred but the ideal candidate must possess a high school diploma and may have experience in teaching children, leading others and supervising employees or college credit related to child or youth development. This position requires CPR, AED, and First Aid certification and a valid Commercial Driver's License or a valid driver's license with the understanding that a CDL license must be obtained within a reasonable period of time.

working conditions

This position is a full-time, 40 hour per week position and light travel and irregular hours may be required.

Working conditions include the office environment and physical demands:

- Office environment is to include a typical office structure that will include constant interruptions, excessive intermittent noises.
- Physical demands include dexterity of hands and fingers to operate a computer keyboard and other office equipment, sitting for extended periods of time, bending at waist, kneeling, and crouching, ability to lift 60 lbs., standing for up to an hour, walking, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies. Maintain physical and mental alertness and an appropriate level of energy to perform the essential job functions.

Employment with Coalition For Kids would be an “at-will” nature and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.

acknowledgement

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.



Print Name

Employee Signature

Date

Director of Programming Signature

Date

