



**Position Title:** Site Coordinator

**Reports to:** Multi-Site Director

*If you enjoy working with school-age children and using your leadership skills to help kids succeed and grow, consider joining the team at Quad A for Kids as a full-time, year-round Site Coordinator.*

**General Responsibilities:**

Quad A for Kids, a program of Rochester Area Community Foundation Initiatives (RACFI), currently operates four after-school programs at Rochester City School District (RCSD) elementary schools 2, 4, 16, and 34 during the school year, generally October to June.

The Site Coordinator, under the direction of Quad A for Kids Multi-Site Director, is responsible for working directly with children, parents, and school staff and providing daily planning and support to the after-school programs that host up to 130 students each. Oversight of the after-school program requires the Site Coordinator to maintain a student to staff ratio of 10:1 for students under the age of 10 and a ratio of 15:1 for students between the ages of 10 and 13.

The major emphasis is on providing a safe environment, quality care, and program excellence for all participants and communicating regularly with parents and guardians in a professional manner. The Multi-Site Director works with the Site Coordinator to establish a positive culture that sets the tone and celebrates and rewards student and staff achievements for a job well done.

The Site Coordinator works closely with the Quad A Compliance Manager to ensure all regulations of the New York State Office of Family and Child Service (OFCS) are maintained and grant requirements are achieved. As the primary contacts with the school principal, the Site Coordinator and Multi-Site Director meet with him/her regularly. The Site Coordinator is responsible for ensuring that the after-school programs convey the mission, purpose, image, and core values of Quad A for Kids in accordance with our grant funders.

The ideal candidate must be qualified, through previous training and experience, to carry out his/her job responsibilities in the administration, operation, and maintenance of the after-school program in a mature, timely, and professional manner. The primary responsibility is to ensure that the program conveys the mission, purpose, image, and core values of Quad for Kids in accordance with grant funders.

**Core Competencies:**

Bring to this position maturity, responsibility, and a sincere interest in working with young people to provide a quality experience. In addition, a Site Coordinator will demonstrate:

- Strong interpersonal and organizational skills and innate ability to treat individuals with courtesy and respect;
- The ability to supervise teachers, program staff, and volunteers and communicate in a clear manner;
- The ability to work collaboratively as a team member and willingness to learn and grow on the job;
- Possess knowledge and understanding of Quad A's mission, vision, values and beliefs; and
- Knowledge of various resources for programming ideas and the wherewithal to use that information in directing daily activities

### **Specific Responsibilities for Site Coordinator:**

The Site Coordinator oversees the planning, organizing, and implementation of the daily after-school program schedule and curriculum at a site with 100 to 130 children. It is his/her responsibility to maintain a safe environment for all program participants.

The Site Coordinator also:

- Manages the organization and maintenance of all records, fire drills, and behavior and medical logs as required by OCFS regulations.
- Provides and maintains appropriate documentation for RCSD billing and invoices, all applicable grant requests, and Foodlink and RCSD food standards and paperwork;
- Updates and maintains enrollment and participant data in database;
- Ensures student attendance is taken for each class and that attendance numbers are accurate;
- Collects all student data necessary for evaluation;
- Manages the development and maintenance of emergency plans and implement drills;
- Manages the development and maintenance of the master schedule for distribution and ensures appropriate formats are shared with staff, participants, and building staff;
- Designs and distributes staff bulletin, parent information, and program newsletter;
- Maintains equipment and supplies inventory;
- Supports the multi-site director and supervising director with the site budget in regards to employment, supplies, training, and expenditures;
- Responds to all questions and concerns raised by students, program staff, parents, and school principal and staff;
- Ensures that staff maintain clean facilities at the site;
- Imparts current knowledge of OCFS, Quad A for Kids, and RACFI procedures, rules, regulations, and guidelines to all staff and volunteers; imparts the After-school Standards to all staff and volunteers.
- Dispenses all medication as regulated by OCFS;
- Displays a positive attitude that is conducive to good public relations and maintains positive relationships with all school personnel;
- Designs and maintains classroom use standards;
- Oversees the design and implementation of a recruitment strategy for new and returning program participants;
- Oversees the design and implementation of the parent involvement strategy and communicates on a regular basis with parents and guardians regarding children and site programs;
- Attends required staff meetings and scheduled events;
- Attends and supports family and community events as well as student trips and field visits off campus;
- Manages the updating, maintenance and distribution of handbooks for staff and parents and contractors.
- Wears proper identification, appropriate secured footwear and professional clothing **at all times**;
- Expands job knowledge and skills by demonstrating a willingness to learn and attend professional development.
- Performs other program duties as dictated by operational needs and willing to move to another site if requested.

### **Certifications and Job Requirements:**

The Site Coordinator will:

- Maintain current medical and tuberculosis health forms;
- Participate in new staff orientation within 10 days of hire;
- Complete the amount of staff training required by OCFS within the first 6 months of hire and obtain required training every two years;
- Be fingerprinted and have background checks conducted by OCFS and RACFI prior to hire;
- Maintain required certifications, including CPR (AED), First Aid, medication administration, supervision, Foodlink and others;

**Qualifications:**

The Site Coordinator must:

- Be at least 18 years of age;
- Possess an associate's degree (or equivalent) in child development (or related human services field) *or* School Age Care Credential *or* Children's Program Administrator Credential *or* two years of college with 18 credits in related areas of concentration (education, child care, social work, etc.); and
- Two years of direct experience working with children under the age of 13 years in an organized setting, including at least two years in a supervisory role.

**Compensation:**

The Site Coordinator is a 12-month, full-time position with a work week of 40 hours during the academic year. The position is grant-funded in an established nonprofit organization.