

## JOVEN, Inc. POSITION ANNOUNCEMENT

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**TITLE:** After School Site Coordinator

**REPORTS TO:** After School Project Director

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### ***SUMMARY***

This position is responsible for the day-to-day operations of the after-school program. JOVEN is looking for a dynamic and energetic site coordinator for an afterschool program.

### ***DUTIES AND RESPONSIBILITIES***

- Assist in enrolling youth in program and coordinate with schools
- Maintains adequate rosters for program and makes periodic reports
- Confers with parents regarding facility activities, policies, and enrollment procedures
- Confers with staff regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences
- Plans, assigns, and directs work; rewards and disciplines employees; addresses complaints and resolves problems
- Assist with implementation of the program and activities
- Accurately complete all service documentation, data input, filing and other required program forms complying with the procedures and timelines of grants and programs.
- Responsible for the overall on-site management and implementation of a school-aged program, direct the daily operations of the program in support of policies and procedures
- Create positive relationships with families, teachers, school district administration, and community contacts
- Delivering targeted academic support aligned with individual student needs, high-quality curriculum and instruction. This academic support prioritizes High-Impact Tutoring (HIT)
- Carries out supervisory responsibilities in accordance with JOVEN policies
- Provides weekly/monthly academic and enrichment activities to the Project Director
- Provides on-site supervision of the program
- Manages 2-10 program staff
- Site Coordinator must have and be able to apply the following skills at the levels consistently indicated to produce assigned results. Math Skills; Communication Skills; Reasoning Skills; Computer Skills; Leadership Skills; Managerial Skills; Analytical Skills; Administrative Skills; Networking Skills.
- Transport youth enrolled in program in JOVEN's 12-15- passenger vehicle.

### ***EDUCATION***

- The minimum amount of formal or informal education required to perform the position successfully is education or job knowledge equivalent to college or university undergraduate education. The minimum amount of relevant work experience required is at least two (2) years.

### ***EXPERIENCE***

- May need to lift up to 25 lbs. and may require frequent lifting, bending, walking, climbing stairs, reaching and pulling. Must have ability to use manual dexterity on keyboard.
- A minimum of two years of supervisory experience with the ability to develop, engage and inspire a team
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Ability to use computer programs with intermediate proficiency
- Ability to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- A love for children and a strong desire to make a difference every day
- Ability to build relationships with families and staff and create a dynamic environment

### ***HOURS/COMPENSATION***

This position requires M-F, 11:30-6:30 pm availability; 32.50 hours a week; \$20.00 hourly.

**Respond by submitting a cover letter and resume to: [JOBS@JOVENSATX.ORG](mailto:JOBS@JOVENSATX.ORG)**

**Equal Opportunity Employer**