



## Site Coordinator Job Description

### **Position Overview**

The Site Coordinator serves as the on-site manager of a Freedom School literacy based summer enrichment program. The Site Coordinator should be experienced in working with large groups of children, responsible, energetic, able to think on his/her feet, well organized, a good leader and a strong role model. He/She may have worked in the past as a CDF *Freedom Schools*® Servant Leader Intern or a similar position. The Site Coordinator should be familiar with the culture and dynamics of the community to be served, committed to the goals of the CDF *Freedom Schools*® program, and able to work collaboratively with all program constituents.

### **Primary Responsibilities**

#### *Part-time (March through late May)*

- Attend CDF Orientation and Training weekend in Tennessee in March
- Participate in local training sessions as required in April and May
- Participate in site orientation meeting, typically held in May
- Meet with Servant Leader Interns assigned to your site at least one before CDF National Training to begin building site team
- Meet with Site Partners, if requested during the Spring
- Ensure responsible management of Interns while attending CDF *Freedom Schools*® National Training in Tennessee in June

#### *Full-time (during Freedom School)*

- Manage the day-to-day activities at assigned site; 7:30 am to 4:30 pm Monday-Friday
- Provide supervision, encouragement, and constructive feedback to the Interns on all aspects of their work
- Maintain a safe, positive and engaging environment, both physical and emotional, for the scholars.
- Maintain team spirit among site staff and conduct daily debrief sessions
- Build relationships and maintain communication with Site Partners and site volunteers
- Maintain communication with and report to the Region Director
- Oversee records and attendance maintenance on children and families for reporting and evaluation
- Implement evening Parent Meeting/Parent Involvement Activities, as planned
- Attend weekly evening Site Coordinator meetings
- Ensure the Integrated Reading Curriculum (IRC) is being delivered appropriately by the Interns with regular weekly observations
- Ensure the Interns have the necessary materials and supplies for the classroom

### **Work Schedule**

- March, 2018 TBD – CDF Training weekend at Haley Farm for all Site Coordinators
- Spring, 2018 TBD – Saturday New Site Coordinator’s Retreat in Charlotte, 9am-4pm
- Spring, 2018 TBD – Saturday All Site Coordinator’s Retreat in Charlotte, 9am-4 pm
- TBD – CDF National Training at Haley Farm & University of Tennessee
- Summer 2018 – program preparation, execution, and wrap-up

### **Skills Required**

- Work experience in education or child care fields
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children’s advocacy and servant leadership
- Strong interpersonal skills, ability to motivate others and supervise a staff of summer interns
- Interest in working as part of an intergenerational team
- Mature and professional demeanor
- Ability to communicate effectively, both orally and in writing, with staff, Site Partners and site volunteers
- Ability to prepare Word documents, spreadsheets and e-mail communications
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures



- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

**Accountability**

Shall be accountable to the Region Director

**About Freedom School Partners**

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”

**Application Process**

Interested applicants should visit [www.freedom-schoolpartners.org/careers](http://www.freedom-schoolpartners.org/careers) to fill out an application.