



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, possess the ability 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.

***FSP reserves the right to amend the position description due to unforeseen circumstances.**

Primary Responsibilities

March-late May

- Attend CDF Orientation and Training in March (virtually).
- 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 once before training in June to begin building a strong site team.
- Meet with Site Partners, if requested during the Spring.

June-July

- 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 Regional Site Manager.
- Oversee records and attendance maintenance on children and families for reporting and evaluation.
- Implement Family Engagement Nights, as planned.
- Attend weekly early 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 TBD – CDF Training weekend for all Site Coordinators (virtually)
- Spring TBD – Site Coordinator local training sessions
- Early June – CDF National Training (virtually)
- Mid-June through late July – program preparation, execution, and wrap-up

Skills Required

- Work experience in education or child care fields
- Strong interpersonal skills, ability to motivate others and supervise a staff of college-aged summer interns
- Ability to communicate effectively, both orally and in writing, with staff, Site Partners and volunteers
- Mature and professional demeanor
- Ability to manage difficult or emotional situations
- Proficient in Microsoft Office, Word and Excel
- Ability to work in the summer heat, lift at least 50 pounds and actively participate in field trips and activities, as needed
- Interest in working as part of an intergenerational team, with the ability to help build positive team spirit
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership



- 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 Regional Site Coordinator.

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 to apply.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.