



Supplies and Materials Coordinator

Job Description

Position Overview

The Freedom School Partners (FSP) Supplies and Materials Coordinator, is responsible for the storage and supplies for the Children's Defense Fund Freedom Schools® programs in Charlotte, NC. This individual will manage the purchase of supplies and materials for the program. The Supplies and Materials Coordinator will manage the offsite storage space for FSP. Additionally, the Supplies and Materials Coordinator is responsible for supporting the Enrichment and Technology Director in regards to planning and confirming field trips and on-site activities (OSAs). This individual will work as part of the Freedom School Partners team, assisting with other needs as necessary.

Primary Responsibilities

Storage and Supplies

- Manage FSP offsite storage location.
- Set-up and manage a supply inventory schedule and system to monitor items coming in/leaving storage to ensure accuracy of supplies.
- Create a supply purchase schedule to space out major supply purchases, and track expenses to ensure alignment with the approved Freedom School budget.
- Order supplies for, and assemble transition activities and kits.
- Create and manage a communications system with staff to keep them up to date on supplies inventory and when items can be picked up daily.
- Ensure that enough supplies are in stock for site kits, rainy day activities, classroom and site bins.
- Look ahead at calendars and create a supply drop-off and pick-up schedule for deliveries, such as yoga mats or other supplies needed for on-site activities.
- Plan, manage and execute site pick-up and site drop-off of materials.
- Assist with volunteer events that take place at storage.
- Manage in-kind donations made during the monthly supply drives, or at other times.
- Manage the ordering and distribution of the FSP t-shirts, and serve as the primary contact with the vendor.

OSAs and Field Trips

- Provide support to site staff, external contractors and volunteers in regards to field trips and activities.
- Assist in the upkeep of site calendars and generate confirmation emails, reminders and thank you emails for each field trip and on-site activity.
- Assist in securing field trip locations, transportation, food, safety and payment.
- Coordinate on-site enrichment activities, including instructions and supply purchases, with particular focus on culturally relevant, high interest STEAM activities.
- Assist in the training of the Servant Leader Interns, Site Coordinators and other seasonal staff, on the kits prepared, specifics of field trips, rainy day kits, and other relevant materials or logistics.
- Monitor the afternoon activities survey to make sure that it is completed daily by the sites.
- Determine the evaluation of all field trips and on-site activities (surveys, interviews) and communicate feedback to providers.
- Assist on transportation issues that arise concerning field trips when needed.
- Assist in addressing concerns from sites concerning field trips and on-site activities as they arise.

Citywide Events

- Assist in the planning and implementation of signature city-wide events: such as Jubilee, STEM Expo, Field Day, LIII events, etc.
- Coordinate supplies and materials, including purchasing and delivery.

Qualifications/Knowledge/Education

- Bachelor's degree
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive



- Organized, with a strong ability to multi-task
- Willingness to work flexible schedule, as needed for work flow
- Professional presence and presentation
- Ability to think quickly
- Strong interpersonal skills
- Ability to lift at least 50 pounds
- Appreciation and support of diversity, equity and inclusion
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to Enrichment and Technology Director

Compensation, Status and Benefits

- Part-time, year-round position
 - January-March: 20 hours a week (estimated)
 - April-July: 40 hours/week (estimated/maximum)
 - August -December: 20 hours a week (estimated)
- Hourly rate of \$15-\$17/hour
- 5 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 9 paid holidays (defined annually) and 1 floating holiday
- 5 sick or personal leaves days per calendar year

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 send resume and cover letter to admin@freedomschoolpartners.org with Supplies and Materials Coordinator in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work being 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.