**Job Title:** Assistant Afterschool Site Coordinator  
**Hourly Rate:** $18.00  
**Reports to:** Afterschool Program Manager  
**FLSA Status:** Non-Exempt  
**Date Revised:** November 11, 2021

**Position Summary**
The Assistant Afterschool Site Coordinator is a part-time seasonal position (approximately 12-15 hours per week through May 27, 2022) for the 2021-22 school year at TG Harris Elementary. The Assistant Afterschool Site Coordinator partners with the Afterschool Site Coordinator to ensure a quality experience for children and families.

**Essential Functions**
- Support afterschool daily program logistics in partnership with the Site Coordinator including collection and monitoring of site attendance and manage safety of all students
- Support student recruitment, enrollment, and required record keeping
- Work directly with children to support their learning and development
- Establish a culture that emphasizes respect, teamwork, effort, and critical thinking; serve as a positive role model for and build positive relationships with all children and staff
- Build relationships with families and promote family involvement in programming
- Act as a representative of the Foundation with school, families, and community
- Help plan and implement student showcases and other special events
- Support program evaluation activities including implementation of surveys for students, program staff, school-day teachers, and guardians at the start and end of the program
- Participate in quality improvement efforts
- Actively participate in staff trainings and meetings (may include additional days/hours as agreed-upon)
- Help to identify school and family needs to help guide the selection of future afterschool program vendors and classes
- Promote the Foundation’s mission, values, and organizational policies to all stakeholders
- Other duties as assigned

**Reports to Afterschool Program Manager**

**Qualifications and Requirements**
- 2+ years experience working with child/youth development programs, preferably in an out-of-school time setting, required
- Bilingual English/Spanish strongly preferred
- Excellent communication skills, organization skills, and attention to detail
- Comfortable in an environment that embraces evaluation and quality improvement
- Customer-service orientation and problem-solving attitude, along with strong interpersonal and collaborative skills
- Comfortable working with a diverse group of individuals to meet project objectives within established timelines
- Superior interpersonal skills that enhance the ability to connect and build relationships with children, families, staff, volunteers, and community partners
- Skilled problem-solver and self-starter; ability to work independently and efficiently in a fast-paced and evolving environment
- **Ability to be at assigned school site on Mondays-Thursdays from 3pm-6pm**

**Physical Demands/Work Environment**
While performing the duties of this job, employee may work in environment with frequent unscheduled interruptions. Physical demands also include: reaching, bending, and twisting; may involve extended walking or standing for periods of time; ability to assist children in an emergency.
To Apply
Submit cover letter, resume, and a list of two professional references to Jenny McClure at jenny@arfoundation.org

Equal Opportunity Employer
Nothing contained in this job description should be construed as an offer or guarantee of employment.