

BRAVE Community Learning Center (CLC)

Site Coordinator

POSITION DESCRIPTION

Qualifications:

1. Minimum of High School Diploma required. Additional education preferred.
2. Strong organizational and scheduling skills.
3. Excellent communication skills and the ability to develop and maintain effective relationships with school administration, teachers and community partners.
4. Proficient in Microsoft Word, Excel, and Google Docs. Demonstrates the ability and willingness to learn new technology and implement it into daily work.
5. Ability to work in a team environment with site staff and BRAVE administration team.
6. Ability to work 3-4 hours per day during the school year. Work hours will be primarily afternoons between 1:00 – 5:30pm, Monday – Thursday. Maximum of 18 hours per week. On occasion there may be evening or weekend hours.
7. Is able to assist students with daily homework. Is willing to learn about and maintain basic understanding of curriculum.
8. Demonstrate ability to participate with students in daily activities.
9. Exhibits ability and willingness to instruct/lead classes if needed.
10. Must provide strong leadership to maintain and grow programming opportunities.

Strengths required:

1. Enjoys () age students & communicates effectively with them.
2. Enjoys managing and aligning variables to create unique and varying educational opportunities for students.
3. Self-starter who can make decisions and act on them independently.
4. Able to juggle several projects and deadlines at the same time.
5. Strong ability to manage and give close attention to details.

Reports to and is evaluated by: Project Director and Site Principal

Performance Areas and Responsibilities:

1. Organizes and schedules all BRAVE CLC on-site activities within assigned budget.
2. Hires, trains, and supervises all site volunteers and paid personnel.
3. Liaison with community and agency partners to provide effective on-site community programming and services.
4. Coordinate all programs and activities with site principal and staff to ensure effective after-school programming that links to school day programs.
5. Administers all BRAVE CLC site policies and procedures.