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After School Site Coordinator

Summary

The Site Coordinator creates and maintains After School and Summer programs that serve youth by providing nutrition, enrichment, and academic and emotional support.

Essential Job Duties

- Prepare and conduct high-quality lessons that align with grant objectives, and provide academic and social enrichment to students
- Stay in close communication with students' school-day teachers in order to provide supportive homework help and academic assistance
- Become well-versed in requirements, understand and ensure compliance and data collection required by DHHS/LARA and Michigan Department of Education (MDE)
- Provide leadership and supervise SEEDS After School site team by providing the following:
 - Supervision
 - Oversight
 - Problem solving
 - Monitoring support team work
- Work with the SEEDS After School Circle group on the development of program projects and next actions
- Ensure that documentation required by MDE and SEEDS is tracked and reported in a timely manner
- Actively recruit students into the SEEDS After School program
- Increase the capacity of SEEDS After School to better serve students, families, schools and the community at large through resource procurement and communications
- Be aware of, and manage, SEEDS After School site budget
- Plan and implement a 6 – 8 week summer youth day camp that meets all the above requirements

Other Responsibilities

- Communicate with, and solicit assistance from other SEEDS team members to complete responsibilities, as needed
- All other duties as assigned

Position Information

- School year work hours: 35 hours per week, Monday – Thursday, approximately 11:00 AM – 7:00 PM, with occasional additional evening or weekend hours as needed
- Summer Program work hours: 35 hour per week, Monday – Thursday, approximately 8:00 AM – 4:00 PM, with occasional evening or weekend hours as needed



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Qualifications

- Bachelor's Degree preferred
- Minimum of 1 year working with youth
- Previous supervisory experience preferred
- Must be able to pass all required background checks
- TB test required
- Must be First Aid/CPR certified
- Must meet all DHS qualifications as stated in the **Licensing Rules for Child Care Centers** booklet

Required Skills

- Ability to connect well with children
- Self-motivated/Independent worker
- Detail-oriented
- Organized
- Ability to manage and keep track of many deadlines
- Ability to supervise and lead a team of support staff
- Strong and clear communication via phone, email and in-person meetings
- Familiarity with Google products (gmail, drive, calendar, etc) and Microsoft office products
- Ability to read and comprehend DHHS/LARA program requirements
- Strong general writing skills