

Jubilee Park and Community Center

Afterschool Site Coordinator

Oran M. Roberts Site

**Job Purpose**

The Afterschool Site Coordinator is a part- time professional position which will be responsible for maintaining a safe, engaging, enriching environment conducive to learning where afterschool students and their parents are happy and feel welcomed. The Afterschool Site Coordinator works Monday – Friday from 2:00 pm to 6:30 pm and reports to the Program Delivery Manager.

**Primary Duties and Responsibilities**

* Provide administrative support to afterschool staff
* Ensure afterschool teachers have curriculum materials and supplies for classrooms
* Assist with collecting lesson plans, timesheets and other documents from afterschool staff
* Serve as a liaison to Program Delivery Manager between teachers, parent, students
* Serve as substitute afterschool teacher
* Assist and monitor Istation classes
* Monitor check out system for afterschool parents picking up students
* Model/team teaches with afterschool teachers
* Provide support for students who have behavioral challenges
* Assist with formal and informal classroom evaluations of teachers
* Assist Quality Assurance Manager with data collection
* Work with Program Delivery Manager to assign volunteers to tutor or provide classroom help
* Work collaboratively with partner school staff, teachers and afterschool staff
* Assist with hallway and cafeteria monitoring
* Attend trainings/meetings as required by the Program Delivery Manager
* Attend weekly meetings
* Maintain confidential and sensitive information

**Qualifications**

* Bachelor’s Degree in Education or a directly related field required
* Valid Teachers Certificate required
* 2 years’ experience working in an afterschool setting preferred
* Bilingual preferred
* Ability to communicate and build relationships effectively with parents, teachers and other stakeholders
* Excellent organizational skills
* Professionalism
* Familiarity with basic computer software programs and ability to type.
* Conduct oneself in a professional manner/demeanor

*Jubilee Park is a catalyst for comprehensive community revitalization and enrichment in Southeast Dallas, with an emphasis on education of children and adults.*