



Ben Hill County Schools

Ben Hill County 21st CCLC Program Site Coordinator

Position Purpose

The After-School Care Site Coordinator is responsible for the overall management and daily operations of the after-school program site. This includes providing a safe, enriching, and developmentally appropriate environment for all children, supervising staff, and acting as the primary point of contact for parents, school administration, and the community. The Coordinator ensures the program's compliance with all local, state, and federal regulations and grant standards.

Reports to: Project Director

Site Coordinator

Qualifications:

- Valid Georgia Teacher License
- Bachelor's degree from an accredited college or university
- More than three years of successful teaching experience
- Demonstrated ability to effectively work with others and provide leadership to youth and adults
- Two years' experience with out-of-school program management preferred
- Master's degree in education or other related field preferred.

Essential Job Functions

- Plan, develop, implement and evaluate programs, services and activities for the site in cooperation with the grant supervisor.
- Establish programs, activities that prepare youth for success, promoting safety of members and quality in programs at all times.
- Create a club environment that facilitates the achievement of goals and objectives.

- Understand your responsibility as a role model for youth.
- Plan, develop, implement and evaluate programs, services and activities for site.
- Document all outcomes and objectives as needed in reports to GA DOE.
- Provide accurate financial documentation and management for the site.
- Hire part-time teachers and recruit volunteer staff.
- Supervise the performance of teachers, program volunteers, and community-based organizations' staff.
- Provide leadership at special programs and/or events.
- Make a positive contribution to after-school team and campus teacher department meetings.
- Actively recruit students who are recommended for the program by teachers, counselors, and administrators.
- Demonstrate flexibility and ability to manage situations of ambiguity, including helping monitor and supervise students during the after-school hour program.
- Develop and maintain public relations.
- Update and maintain skills in use of current technology and information management systems.
- Develop partnerships with parents, community leaders and organizations.
- Maintain daily contact with principal, teachers, after-school staff and volunteers to discuss issues, challenges and opportunities.
- Provide and receive information as warranted.
- Provide guidance and discipline to students.