



SITE COORDINATOR – AFTER-SCHOOL LEARNING CENTER

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| Reports to: After-School Learning Center Program Manager | Salary: \$19.25 - \$22.50 per hour (\$40,040 - \$46,800 yearly FTE) | Employees to be supervised: 6-10 employees |
| Location: Main office-LA (Pico Union) Canoga Park (NACP), and other as LC program expands | | Work Hours: Full-time 40 hours per week some weekends and evenings |

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

Position Summary: The Program Site Coordinator oversees the day-to-day operations of the Learning Center program. Collaborates with Program Manager and Program Assistant to ensure daily program activities and efforts support youth academic achievement, positive social and emotional development and increased parent engagement. The Site Coordinator provides support and direction to Learning Center Instructors. All New Economics for Women (NEW) staff serve as Leaders and Ambassadors in supporting the overall mission and vision of the organization, purpose of the program they serve and engage in the following activities in a manner that is transformational: outreach, intake/assessment, referrals and customer follow up.

Duties and Responsibilities:

- Oversee the day-to-day operations of the Learning Center program
- Monitor and enforce policies and procedures to ensure a safe, respectful, positive and student-centered learning environment
- Monitor student engagement, progress and overall student performance in all areas of the program
- Establish and maintain positive relationships and communication with program staff, school, students and parents regarding all aspects of the program
- Supervise program staff
- Support with interviews and make hiring recommendations
- Support staff performance and development by conducting observations and assessments, provide and refer staff to training sessions as needed
- Provide training, guidance and ongoing support to all program staff
- Serve as a role model for program staff and participants
- Maintain Learning Center Instructor work schedules
- Create and organize program schedule to include academic support, youth development, enrichment, recreation and parent engagement activities
- Plan, organize and participate in Learning Center program events and field trips
- Communicate with school administrators, school staff and parents on a regular basis regarding program activities
- Collaborate with school to recruit students when space becomes available
- Assist with staff to student ratio when necessary, facilitate classes and clubs as needed in absence of regularly assigned staff



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- Submit all required documentation on a timely basis, including attendance reports, snack counts, program schedules, enrollment & consent forms, monthly supply orders, and field trip forms, amongst others
- Maintain accurate records (student enrollment & consent forms, attendance, activity/events sign in sheets, etc.)
- Engage in regular program evaluation and quality improvement activities
- Conduct regular workplace safety audits
- Develop and maintain partnerships and collaborations that strengthen program services and activities
- Represent the mission of NEW and uphold all policies and procedures
- Attend and participate in organization and department required meetings and trainings
- Disseminate organization and department level information to staff in a timely manner
- Adhere to NEW's dress code while on duty
- Perform other duties as assigned.

Qualifications and Experience:

- High school diploma; Bachelor of Arts preferred (required 48 semester or 72 quarter units of course toward a BA degree). Copy of diploma and/or degree will be requested, if hired
- Minimum three-year experience working with youth in a classroom or afterschool setting
- Minimum one-year experience in a supervisory role, ideally in an afterschool or school setting
- Excellent communication skills (written and verbal)
- Ability to supervise staff and work in a team environment
- Must be comfortable with technology and have the ability to adopt the use of new software and databases
- Must maintain appropriate boundaries with students, parents, school personnel and staff at all times
- Ability to work independently and adhere to strict deadlines
- Ability to work with varied populations, such as administrators, teachers, parents, students and other stakeholders

Additional Requirements:

- Must have access to reliable transportation provide proof of current California driver's license, acceptable driving record (current DMV H6 printout), and current liability auto insurance
- Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment
- Must present proof of negative tuberculosis skin test (Mantoux) prior to beginning employment dated within 60 days prior to hire date
- Must complete CPR/First Aid Certification within 60 calendar days of employment
- Must complete other required trainings (i.e. worker's compensation, training against harassment, first time supervision, etc.) when assigned
- Flexible with working hours, including evenings and weekends
- Bilingual (English/ Spanish) is a plus

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail : hr@neworg.us



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(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:
303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-318
E-mail hr@neworg.us

Stay Connected:



Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

**EQUAL
OPPORTUNITY
EMPLOYER**
