



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Summer Plus Program
Job Location:	South St. School & Oliver St. School (Ironbound Newark)
Job Title:	Summer Plus Site Coordinator
Reports to:	Title:

Hours:	FLSA Status	Type of position:	Other comments: Temporary Role
	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	Hours: Monday-Friday
	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	10:00 am – 6:00 pm

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ICC is seeking a full-time Summer Plus Site Coordinator to oversee a 5-week school-based summer program located in the Ironbound area of Newark, NJ. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade 1-8) and their families. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, daily attendance record keeping, maintaining child-care licensing compliance, attending NPS and ICC meetings, preparing program reports including staff evaluations, and coordinating staff trainings.

ROLES AND RESPONSIBILITIES

- Meet all NJ child care program licensing requirements
- Delivery of Summer Plus program goals
- Supervision of classroom staff members and substitutes
- Reporting weekly attendance
- Manage daily program logistics
- Work with the school administration to meet attendance goals
- Coordinate enrichment activities and final day celebration event
- Attend NPS Summer Plus program planning and training meetings
- Ensure Covid safety protocols are implemented by all staff
- Ensure the safety of all children
- Manage daily child drop-off and pick-up
- Other duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- BA required
- Must have managerial or supervisory experience
- Prior experience in an education program or youth development program strongly desired
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Demonstrated effective teamwork skills
- Must have a valid New Jersey Driver's License and own transportation

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to SummerPlusHiring@ironboundcc.org with the subject line "Summer Plus Site Coordinator"