

Philadelphia Youth Network, Inc.



JOB TITLE:	Site Coordinator	DEPARTMENT:	Out of School Time (OST)
Division:	Out of School Time (OST)	Location:	Assigned school site
Position Type:	Part Time Temporary, Nonexempt, and Not Benefits Eligible	Schedule/Hours:	- School Year schedule - Monday-Friday; 2:30 pm-5:30pm (15 hours weekly) - Summer schedule: Monday-Thursday; 8:30am-5:00pm (30 hours weekly) - Occasional evenings and/or weekends
Level/Salary Range:	TBD	Reports to:	OST Director

POSITION SUMMARY

The Site Coordinator plays a pivotal role in driving excellence within our OST programs. This position will skillfully manage intricate details of our initiatives and oversee day-to-day operations at the program site. Their expertise is vital in upholding the highest standard of program delivery. Positioned at the forefront, the Site Coordinator actively shapes the program's success. Reporting to the OST Director and as needed to the Program Manager, they work in close collaboration with school leaders and PYN staff to envision and actualize enriching programs. The core mission is to create a vibrant environment that seamlessly integrates STEAM, career awareness, academic enrichment leadership development, essential life skills. This position supervises Youth Development Specialists and other program staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary Functions

- Oversee daily operations of the OST Program at the school location ensuring a positive, welcoming, and safe environment.
- Coordinate with OST Director to develop and plan program curriculum, activities, and schedules.
- Ensure the safety and well-being of students with an emphasis on positive behavior and effective group management.
- Develop and manage employee work schedules; review and approve employee timesheets in Paycom (payroll system).
- Provide leadership and assistance to program staff ensuring that best practice standards are incorporated into program delivery.
- Provide daily supervision to Youth Development Specialists and other program staff; support problem solving and conflict resolution to ensure effective programming.
- Support student recruitment and enrollment in coordination with OST Director and Program Coordinator; may include community outreach, tabling,
- Ensure sign-in sheets are completed accurately daily and filed according to protocols.
- Enter attendance daily into required data systems by 8 pm.
- Build relationships with caregivers; communicate with them to ensure regular attendance
- Lead caregiver nights, other special events, and field trips.
- Coordinate schedules and program delivery with partner organizations that provide services to students and families.
- Establish and maintain communication with school personnel regarding space, snacks, and student learning and social emotional learning needs.
- Provide school leaders with weekly attendance reports by the first business day of each week.
- Maintain program spaces according to school requirements.
- Maintain supplies, materials, and technology inventory and communicate needs to Program Coordinator.
- Ensure compliance with PYN and funder policies and requirements.
- Fulfill reporting requirements and attend required PYN and OST team meetings and trainings.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE, SKILLS & QUALIFICATIONS

Education and Experience

- Associate degree in a related field preferred
- CDA preferred
- Three years of experience working with children and/or adolescents, particularly underserved populations
- Professional experience supervising a team of two or more preferred
- Experience teaching groups of youth in a classroom and classroom management skills

Skills & Qualifications

- Energetic, enthusiastic approach to working with youth
- Proven ability to design and facilitate curriculum
- Ability to coordinate, manage and maintain confidential participant files in an order in accordance with program requirements
- Knowledge of Child Educational Development
- Excellent written and verbal communication skills
- Strong interpersonal/human relations skills
- Ability to work independently and as part of a multi-disciplinary team
- Knowledge and experience working with minority and underprivileged populations
- Computer proficiency and working knowledge of relevant technology tools
- Ability to communicate effectively and check emails, voicemails, text messages on a daily basis
- Ability to represent PYN effectively in a variety of settings and with diverse communities

PHYSICAL REQUIREMENTS

- Ability to move between school buildings, classrooms, and program spaces as needed
- Occasional evening work depending on program schedules and site needs
- Ability to remain in a stationary position for meetings, documentation, or reporting tasks
- Ability to communicate effectively in person, over the phone, and via electronic systems

EMPLOYMENT CONDITIONS

- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, and F.B.I. fingerprinting)
- Candidate must have reliable transportation to assigned site location and to other locations as necessary

HOW TO APPLY

Interested applicants should submit a cover letter and resume to Keri Salerno at ksalerno@pyninc.org

Equal Employment Opportunity Policy

Philadelphia Youth Network (PYN) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.