



Site Coordinator

Job Description

REQUIRED

- A minimum of a Bachelor's Degree in Education, Social Services, or other related field.
- Must have strong organizational and interpersonal relationship skills.
- Computer, word processing, and basic technical skills.
- Fingerprint and background check.

EXPERIENCE

- Must have experience working with children/youth, experience with At-Risk children and youth preferred
- Must have networking and interpersonal skills.

RESPONSIBILITIES

- Provides technical, structural, and administrative support to mentors on site.
- Communicate directly with children and youth and their families.
- Match mentors to mentees (See Employee Manual for Protocol in matching & launching mentors)
- Service Coordinate student needs with direction from school building staff designee (Counselor / administrator)
- Mentor a minimum of ten students while they await volunteer mentors
- Manage logistics for children and youth participating in the program.
- Coordinate and circulate paperwork related to program publicity, marketing information, training meetings, and correspondence to families and mentors as designated by the Executive Director.
- Oversee the fingerprint and background check requirements for volunteer mentors.
- Serve as a standing member of the School Service Coordination Management Team.
- Attend other program related meetings and trainings as designated by the Executive Director.
- Honor and protect all confidential information related to the mentee(s) and his/her family.
- Report any evidence or suspicion of child abuse and neglect to the Executive Director or his designee.
- Coordinate, monitor, and develop mentor/mentee interaction using the SEARCH Institute's 40 Developmental Asset approach.
- Maintain current mentee, mentor roster and mentor schedule on master data sheet
- Prepare weekly reports reflecting identified program objectives.
- Model and promote the Mission, Vision, Core Values of the Agency
- Input weekly student data using Data Longlegs program
- Participate in monthly data meeting facilitated by Executive Director in the school building

ACCOUNTABILITY

Directly accountable to the Director of Operations & Executive Director.

BENEFITS:

Hourly rate starting at \$15/hr up to \$20/hr up to 25 hours/ week. Predominant hours are September through May. Weeks and hours will be determined based upon OHuddle's needs.