



**Job Title:** Site Coordinator

**Status:** Part-Time- minimum 25 hours per week

**Mission of Success In Challenges:**

Success In Challenges Inc., (SIC) is a grassroots non-profit organization that was founded in 2001, to provide community youth and adults with safe, interactive programs that promote good citizenship, character development, creativity and discipline, designed to inspire them to face life's challenges with enthusiasm and dignity. To be an advocate for the underserved, to provide social service programs for low and moderate-income families, the elderly and physically and mentally challenged. To provide special housing programs for single-parent families, low-income families, the elderly and the physically challenged that include case management, child care assistance and support programs as needed. Plan, develop, and implement programs such as, tutorial assistance, personal, career and vocational counseling. Provide employment referral services, job placement assistance, family counseling and independent life-skill training.

**About Success In Challenges Inc.,**

SIC provides innovative and engaging programs for youth and adults. There is a Teen Leadership program, which serves as an extension of the Freedom School program, civically engaging scholars with the community. The afterschool program which includes homework assistance, tutoring, mentoring and other enrichment activities, is for children and families living in the Northpointe apartment housing community. SIC also sponsor's the Children's Defense Funds® Freedom School program, which is a six-week summer literacy enrichment program.

**Position Summary:**

The Site Coordinator manages the day to day operations of the Northpointe year-round after-school and summer program at the Northpointe apartment housing community complex. It is recommended that the Site Coordinator has served as a recreation leader or program leader in an educational setting and should be capable of leading a diverse staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

**Responsibilities:**

- Recruit children for the program in conjunction with the staff.
- Work in conjunctions with the Executive Director to recruit, hire, train and manage staff.
- Maintain the safety of all staff and students at the site.
- Ensure proper implementation of the Success in Challenges program model by managing all daily site activities.
- Ensure that all the rules and regulations requested by the contractor (COR-CDC) and property owner (AVANATH) are carried out to the fullest.
- Work in conjunction with the Executive Director and other designated staff to coordinate special activities, field trips, and volunteer responsibilities.

- Ensure the office has the necessary forms and paperwork to efficiently operate and that staff have the necessary materials and supplies for daily activities.
- Conduct weekly staff meetings and daily debriefs in an effort to maintain team spirit, as well as provide technical support and feedback for the program leaders.
- Observe program leaders facilitating curriculum lessons and activities and provide constructive feedback frequently.
- Input all required child, parent enrollment data into the required reporting system and complete all required reports in a timely manner.
- Work closely with the staff of our food service program, “Woman in Action Reaching Out” and make sure that required paperwork is completed on time.
- Attend all required trainings and meetings.
- Maintain regular communication with Executive Director.
- Serve in a supervisory capacity and the primary contact for the Success in Challenges program at Northpointe.
- Other duties as assigned.
  
- **Desired Qualifications:**
  - Bachelor’s degree or in progress of completion.
  - Experience working with children and families.
  - Possess strong leadership and management skills.
  - Ability to facilitate meetings and group activities.
  - Strong interpersonal and communication verbally, orally and written.
  - Exhibit positive behavior and attitude; model a mature and professional manner.
  - Strong time and task management
  - Strong analytical, problem-solving and negotiation skills.
  - Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures.
  - Genuine commitment and sensitivity to children and community issues.
  - Restorative approach to working with diverse groups of people.
  - Highly motivated and yet, team oriented.
  - Able to work some occasional nights and weekends.
  - Knowledge of computer and other standard office equipment skills sufficient to prepare flyers and other communications.

To apply please email your resume and cover letter to: [paulawood@successinchallenges.com](mailto:paulawood@successinchallenges.com)

**SUCCESS IN CHALLENGES IS AN EQUAL OPPORTUNITY EMPLOYER**