

SESC
21ST CENTURY COMMUNITY LEARNING CENTER GRANT
PROJECT: BLAST

POSITION: Project Site Coordinator

LOCATION: Rainelle Elementary School

QUALIFICATIONS:

- Bachelor's degree preferred
- Prior experience in program coordination preferred
- Experience in supervising adults in a workplace setting preferred
- Able to work with students, parents, school staff and representatives from the business community
- Good communication skills, both verbal and written
- Good organizational skills
- Proficient in use of Microsoft Office applications, including but not limited to, e-mail, word processing, spreadsheets, presentation software and database applications
- Must be able to work flexible hours

SALARY: \$25.00 per hour

JOB DESCRIPTION:

- Oversee the daily operation of programs at the site
- Develop a daily afterschool program schedule utilizing the grant requirements
- Facilitate weekly staff meetings
- Recruit students through a fall registration program
- Recruit volunteers to increase capacity of program
- Secure substitutes and/or supervise students in the absence of site staff
- Monitor and evaluate site staff and students, as required
- Submit staff time sheets as required, checking for accuracy
- Chair quarterly advisory council meetings utilizing a written agenda
- Submit required reports in a timely manner
- Utilize correct program protocol for purchases (including requisition forms)
- Maintain an inventory of 21st CCLC supplies/equipment on site
- Collaborate effectively with regular day school staff and other stakeholders
- Attend/conduct training(s), as required
- Together, with appropriate staff/partners, offer required parent and community programs
- Prepare informative publicity for students, families and community members concerning events at the site
- Facilitate the annual teacher survey process required by the WVDE as needed

- Participate, as required, in the State Monitoring Process
- Enter, or supervise entry of, data throughout the year, submitting it at the beginning, middle and end of the year, as required (Including, but not limited to attendance, academic, behavior, fitness, homework help, and demographic)
- Coordinate the supper/snack program with county food service director
- Assist with supervision of afterschool students
- Arrive and depart at designated times
- Maintain student confidentiality
- Use planning time effectively

APPLICATION DEADLINE:

EMPLOYMENT TERM: Up to 9 hours per week (planning 1 hr/wk, programming 2 hrs/day, 4 days/wk) for up to 25 weeks, plus additional planning/ meetings before program begins
 *Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY: The SESC operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

To apply for a SESC 21st CCLC position send job application, transcript(s) (unofficial is/are acceptable), resume, cover letter, and background checks. Both state and federal background checks are required if not already employed by a local board of education office. The SESC application is located online at: sescwv.org. Send documentation to:

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 SESC 21st CCLC Program Coordinator
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