Site Coordinator

Job Summary
We are seeking an exceptional and dynamic leader to fill our Site Coordinator position for Above and Beyond the Playground. Above and Beyond the Playground’s (ABP) mission is to create hope and opportunities for our student-athletes. The site coordinator is a very important component in ensuring the success of the day-to-day operations of our programs. General responsibilities include being a great leader of the daily operation of the after-school program.

Job Responsibilities
The site coordinator is responsible for the daily operation of the after school program. Responsibilities can include:

- Report directly to the program director
- Review and process all applications
- Oversee and maintain communication with students and staff including mentors, tutors, and volunteers
- Ensures program culture, procedures, and schedules are followed
- Daily and consistent monitoring of the after-school program
  - Student attendance, checklists, needs, behavior, and participation
- Frequently co-designs, establishes, implements, and reviews the program systems and logistics
- Maintain school-based relationships with administrators and teachers
- Assist the program director with managing and training program leaders
- Communicate frequently with students’ families regarding program offerings, student attendance and scorecards, and biweekly meetings
- Assist with preparing for site visits with special visitors and guests
- Ensure expectations relating to grant objectives and reporting processes are met
- Research and align effective program partnerships and collaborations
- Check email and communications daily and respond in a timely manner
- Conduct regular staff meetings with program leaders, mentors, tutors, and volunteers (weekly or biweekly)

Job Skills & Qualifications
Great leadership and organizational skills
- Ability to build relationships with staff and students
- Skilled in data tracking, record keeping, and maintaining student and staff records
- Excellent interpersonal and communication skills
- Pursuing a bachelor’s or associate degree in management, education, recreation, sports management, or a related field
- One or more years of experience working in a leadership or supervisor capacity with youth and/or student-athletes in an after-school, day camp, or youth outreach setting is
• Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders
• Ability to have transportation to and from the facility
• Availability Monday-Thursday evenings approximately 3:00-7:00 pm