



Site Coordinator

Job Summary

We are seeking an exceptional, highly organized leader and manager to fill our Site Coordinator position. Above and Beyond the Playground's (ABP) mission is to create hope and opportunities for our student-athletes. The site coordinator ensures the success of the day-to-day operations of our programs, which include in-person and online program opportunities for student-athletes. This position reports to the program director.

Job Responsibilities

Responsibilities include:

- Work with program director and program lead(s) to define, document and implement ABP program workflows, which includes setup information systems, and define standard reports for key stakeholders (i.e. students, parents, staff, volunteers, and partners).
- Work with program director and program leader(s) to establish and improve communication systems to effectively communicate with key stakeholders.
- Assist program director in training key stakeholders on ABP program workflows, information systems, and expectations and consistently reinforce expectations and processes with students to build strong work and study habits.
- Learn, use, manage and improve ABP's information systems to schedule and communicate with stakeholders.
- Act as a primary point of contact to parents on a day-to-day basis and engage the program director as needed when dealing with challenging situations.
- Work with students to develop their self monitoring skills, are accountable for their performance, and develop confidence in their abilities
- Communicate effectively and efficiently with students' families regarding program offerings, student attendance and scorecards, and meetings. This includes checking email daily and responding in a timely manner.
- Use reports and information systems to drive improvement in workflow, communication and training that supports stakeholders and ensures program success. (i.e. Ensure stakeholders have the right information, at the right time to make good decisions and achieve their goals.)
- Continually improve and streamline reports to ensure success and highlight student accomplishments (e.g. Student Spots) for positive reinforcement.
- Build and maintain relationships with school administrators and teachers and communicate and engage to support students as needed.
- Identify and align other partnerships and collaboration to ABP programs.
- Assist program director with preparing for site visits with special visitors and guests.
- Conduct effective meetings with program leaders, mentors, tutors, and volunteers on a regular basis.
- All other activities as assigned.

Job Skills & Qualifications

Leadership, Management, Organization and Communication Skills

- Skilled in data tracking, record keeping, and maintaining student and staff records
- Experience in a leadership role with youth and/or student-athletes in an after-school, day camp, or youth outreach setting is preferred
- Able to effectively define and delegate projects and activities to volunteers with a strong drive to maximize your impact by engaging others to assist in all activities.
- Able to learn new software systems (e.g. Mighty Networks, Asana Project Management, Google Software) and driven to become highly proficient at using ABP's software system so you are able to train others on the systems and processes
- Strong desire to document and improve processes and systems to meet the needs of key stakeholders

Relationships, Teamwork and Partnerships

- Ability to build strong positive relationships with key stakeholders
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders
- Willing to learn and engage a broad spectrum of people with varying talents and backgrounds.

Learning, Continuous improvement

- Excellent interpersonal and communication skills
- Strong desire to learn, collaborate, and continually improve processes and systems.

Other

- Pursuing a bachelor's or associate degree in management, education, recreation, sports management, or a related field
- Ability to have transportation to and from the facility
- Availability Monday-Friday evenings approximately 2:00-8:00 pm, Saturday 8:00am-12Pm