

**SAINT PAUL PUBLIC SCHOOLS  
COMMUNITY EDUCATION  
AFTERSCHOOL SITE COORDINATOR  
Multiple positions available**

**GENERAL INFORMATION**

The SPPS Community Education Site Coordinator will provide safe, engaging, site-specific enrichment programs for students. Position reports to the Community Education Program Assistants, and directs the work of hourly instructors. Ideal candidates are available Monday, Wednesday, and/or Friday afternoons.

**QUALIFICATIONS**

**Minimum Qualifications**

1. A high school diploma or G.E.D.
2. Experience or interest in working with youth and family programs, including work with diverse populations and community involvement.

**Knowledge, Skills and Abilities**

1. Excellent verbal and written communication skills.
2. Leadership skills in directing staff and programming.
3. Computer literate in use of excel, word and e-mail.
4. Ability to work with a variety of staff including clerks, teachers, custodians, administrators, instructors and other support staff.

**Preferred Qualifications**

1. Post secondary coursework in education, community or parent education, recreation, child development, social services or a related field.
2. CPR/First Aid Certification by start of programs.

**RESPONSIBILITIES**

*The essential job functions include, but are not limited to, the following fundamental responsibilities:*

1. Maintain a safe, engaging and welcoming environment for youth and families.
2. Work with the Community Education Program Assistants to ensure the effectiveness of the program.
3. Work with school staff, community education staff, parents, youth, community agencies and organizations to implement and deliver after-school enrichment programming at a specific site.
4. Maintain on-going communication with Community Education Program Assistants, staff and other key members of the site regarding program effectiveness and issues.
5. Produce participation reports and other program reports as required; conduct evaluations of site programs, instructors and other staff and make site recommendations relating to program administration; process other documentation for the site as necessary.
6. Ensure that program areas are clean and organized.
7. Maintain positive relationship with staff, including school staff, custodians and staff from other programs.
8. Manage student behavior and communicate with parents as necessary.
9. Attend meetings as required and as appropriate.
10. Perform other related duties as assigned.

**OTHER:**

Position runs from late September 2018 - May 2019.

Pay scale for the Site Coordinator position is \$10-\$15/hour and is dependent upon qualifications.

Hours are either 2:30pm – 4:30pm or 3:30-5:30pm when school is in session. Days of the week vary by location.

**TO APPLY:**

Email resume, cover letter, and weekly availability to [ce.youthprogram@spps.org](mailto:ce.youthprogram@spps.org).

This position is open until filled.