



Camp Fire Illinois Prairie
45 W. Roosevelt Road
Lombard, Ill 60148
630-629-5160

SITE COORDINATOR- POSITION DESCRIPTION

- POSITION:** After School Educational Enrichment – Site Coordinator
- SUMMARY OF POSITION:** Our after school program provides safe, supportive quality experiences for children grades K – 5. Activities occur in a structured environment where children develop friendships, personal resilience, self-respect, intellectual curiosity, conflict resolution skills, an appreciation of nature, and healthy eating habits. We seek caring, personable, and reliable educators for our school-based programs. The After School Educational Enrichment – Site Coordinator (“Site Coordinator”) will coordinate the staffing of all After School classrooms at an assigned site. On an as needed basis, the Site Coordinator will conduct daily sessions in the absence of an After School Educational Enrichment – Specialist if no After School Educational Enrichment – Substitute is available.
- RESPONSIBLE TO:** Board of Directors
- DIRECT REPORTS:** After School Educational Enrichment – Specialists and After School Educational Enrichment - Substitutes
- EFFECTIVE DATE:** April 2021
- MINIMUM QUALIFICATIONS:**
- At least 21 years of age.
 - Bachelor’s degree
 - Experience working with children grades K - 5.
 - Excellent organizational and communication skills.
 - High moral character and integrity.
 - Must pass background check
 - Must pass random drug screen.
- PREFERRED QUALIFICATIONS:**
- Child Development Associate (CDA) Certificate, Bachelors Degree in child development, education or related field.
 - Minimum of one year working with students grades K-5 in a school or after school setting.
 - Bilingual – Spanish
- ESSENTIAL POSITION FUNCTIONS:**
- Design and implement lessons and activities aligned with program goals that support the academic success and social/emotional development of students.
 - Implement curriculum to students grades K - 5.

- Provide a warm, nurturing, safe and loving environment where social and self-concepts are enhanced, independence encouraged and individuality respected.
- Work with a group of students grades K - 5 while establishing a relationship with each student, with awareness of his or her current level of understanding; consider the needs of all students and treat each one with respect and dignity.
- Work toward positive relationships with schools and school districts, principals and teachers, parents, and community resources.
- Communicate with a diverse population.
- Ability to lift 40 pounds, repeatedly.
- Provide high-quality learning environment and manage activities that extend the school day.
- Follow designated schedule and curriculum, maintaining routine for students.
- Attract and retain students through enthusiasm, teaching skill, and patience.
- Assist with homework completion
- Implement appropriate emergency procedures consistent with Council and school guidelines.
- Report all suspicions of child abuse to proper authorities.
- Manage, teach, and coach program staff.
- Promote the professional growth and development of staff.
- Gather, review, and use program data for program improvement.

RELATIONSHIPS:

- Schools and school districts
- Parents/Families
- Community resources
- Principals and teachers
- After School Educational Enrichment – Specialists
- After School Educational Enrichment – Substitutes

ACCOUNTABILITY:

- The overall supervision of the students in the assigned group
- Provide a safe, secure, and healthy environment, both physically and mentally, to ensure the operation of a quality program. Adhere to the safety and security standards of Camp Fire and the school. Be aware of students' whereabouts at all times. Ensure students are dismissed to the correct person.

Key Area of Responsibility
Program or Project Operations

- Supervision of all After School staff at assigned site.
- Plan and coordinate with the After School Educational Enrichment – Specialists and After School Educational Enrichment – Substitutes regarding daily lesson plans based on a curriculum outline.
- Supervise and participate in group activities.
- Communicate with teachers at school regarding curriculum, emphasis, etc.
- Provide students positive guidance.
- Maintain safe and healthy environment by adhering to Camp Fire and Program Partner standards.

- Create and maintain a fun, caring, and responsive educational environment, incorporating Camp Fire's Thrive{ology} program concept of a growth mindset.
 - Ensure maintenance of participant files.
 - Assess and problem-solve problems and incidents with student program participants.
 - Oversee use of all program supplies and equipment properly and minimize waste. Manage expenditures relative to budget.
 - Manage program events (Example: Field Trips, performances for parents).
 - Properly administer all required program evaluation tools and surveys.
 - Other assigned duties
- Human Resources
- Conduct trainings and planning meetings with After School staff at assigned site.
 - Maintain good working relationships and collaborate with School Principals and school staff, monitoring staff, and After School staff at assigned site.
 - .Conduct General Staff meetings as appropriate.
- Financial Operations
- Manage site enrollment; ensure accuracy of attendance records. As required, collect and record payments to ensure accurate record keeping.
- Marketing & Communications
- Maintain communication with parents or guardians concerning students participating in Camp Fire's program.
 - Distribute marketing/communication materials to school staff and parents.
 - Attend fundraising and awareness events.
- Facilities & Equipment
- Maintain cleanliness of facilities.
 - Ensure appropriate maintenance and repair of assigned Camp Fire operations and equipment.
- General Responsibilities
- Council Programs and Operations
- Support Council wide programs as assigned.
- Committees and Board of Directors
- Support and implement Council goals as assigned.
- Community Relations
- Be knowledgeable and able to communicate the organization's mission, program purpose and goals in the community.

Working Conditions: Typical work week is Monday – Friday, 2 p.m. – 6 p.m.