



Administrative Services

Judith Barris
Executive Director

Carmen Kuula
Director of Planning and Senior Services

Ronald C. Loos
Board Chairperson

POSITION: Site Coordinator- Upper DEC Dragon PLUS Program
RESPONSIBLE TO: Program Manager

EMPLOYMENT STATUS: Part-Time (20 hours/week, afterschool), Hourly
PRIMARY WORK SITES: Lakeside High School, Ashtabula

GENERAL RESPONSIBILITIES:

Afterschool Program is a youth program committed to providing academic and enrichment activities to youth. The Site Coordinator is responsible for oversight, development, and implementation of the afterschool programs and services. This position oversees all day-to-day operations and directly supervises part-time staff of the program (PLUS Coaches, Tutors, special instructors), and is ultimately responsible for all volunteers and consultants who work in the afterschool program.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Program Quality

- In collaboration with other staff and stakeholders, assists in developing program curriculum and structure each academic year
- Ensures program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each participant
- Makes sure program is in compliance with state regulations regarding afterschool programs
- Helps troubleshoot issues with staffing, participants, parents, etc.
- Secures resources for programs for unique enrichment classes

Human Resources and Staffing

- Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include supervising program staff and volunteers, performance evaluations, goal setting, professional development, and ensuring quality customer service.
- Coordinates training and orientation of all staff
- Delivers regular feedback to staff through group and one-on-one meetings
- In coordination with the Program Manager plans and facilitates monthly meetings
- Offers emotional support and guidance to staff

Finance and Recordkeeping

- Conducts program activities in accordance with budget
- Assist in the creation of a sustainability plan
- Assists with fundraising
- Maintains accurate records, files, and data systems for grant reporting (e.g., attendance, student data – qualitative and quantitative, standardized testing scores, comparison & participant group data, etc.).

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

www.accaa.org

F:(440) 992-3319

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- Reviews and submits monthly, quarterly, and annual program reports as necessary; assures the effective implementation and successful completion of program requirements.

Community Collaborations, Outreach, and Networking

- Attend school meetings
- Attend meetings with community groups
- Develop and manage partnerships and build community support for program
- Maintain relationships with intermediaries, networks, etc.
- Develops and maintains positive and effective relationships with school district personnel, government officials, community leaders, educators, school officials, community partners, foundations, and other individuals or organizations involved in youth development.
- Participates and builds key relationships with the AACCS School District, parent/guardian/family, City of Ashtabula, and other community networks related to programs and services.
- Provides key external communications related to programs and services, including participation in external meetings, events, conferences, trainings.
- Maintains communication with all school-related and community collaborations and networks supporting the afterschool program.

Evaluation

- Distributes and collects student, staff, and parent surveys
- Participates in program self-assessment tool with staff and stakeholders
- Help with establishment of a formal evaluation system
- Works with external evaluators and program staff to measure programmatic, operational, and youth outcomes; ensures all reporting on these outcomes is done accurately

Other

- Works on strategy, community relations, advocacy, organizational, and other projects as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's Degree preferred in Education or related field; School-Age Child Care Credential (e.g., Education).
- Excellent supervision, management, and leadership skills, including knowledge of mentoring, evaluating, and inspiring staff.
- Excellent organizational and independent working skills.
- Proficient to advanced computer skill level. Knowledge of, or ability to master utilization of, all necessary computer software and database programs (including MS Office applications and internet research).
- Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
- Experience with after school program development and coordination, curriculum development, finance/budget monitoring, and direct youth services coordination.
- Experience with fundraising and development (e.g. grant management, grant proposal writing, and report writing).
- Experience with and knowledge of research methods, program evaluation, data assessment systems.
- Experience with community outreach and education, school district operations, community collaborations, and multicultural education.
- Knowledge of Ashtabula communities, community resources, and school-linked services.
- Enthusiasm for community education and commitment to youth development and services.
- Bilingual and bicultural skills desirable, but not required.
- Ability to work some flexible hours (e.g., evenings and weekends).



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HOW TO APPLY

Please send, email, or mail cover letter and résumé to: Carmen Kuula ckuula@accaa.org, ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: CKuula

The Upper DEC Dragon PLUS Program is an equal opportunity employer and is committed to staff diversity. Our programs, services, and staff positions are funded by contributions from individuals and corporations, and by private foundation and public grants. All continued employment is dependent upon the organization's ability to maintain appropriate and adequate funding levels. All staff positions are subject to the final approval of funding resources and of the Board of Directors.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

9-2023

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