



## JOB DESCRIPTION

<b>Site Coordinator</b>		<b>Division</b> 21 <sup>st</sup> CCLC After-school program
<b>GRADE</b>	<b>FLSA</b> Exempt	<b>REPORTS TO</b> Director, Delaware Afterschool Network (DEAN)
<b>DATE</b> 4/7/2021		
<b>EXPECTATION FOR ALL EMPLOYEES</b> Support the mission, vision, and values of United Way of Delaware (UWDE), Delaware 211 (DE211), the Delaware Afterschool Network (DEAN) and Stand by Me (SBM). When appropriate, participate in various after hours and weekend activities that benefit UWDE, DE211, DEAN, SBM and the community. Due to the leadership role UWDE is called upon to play in the community, it is the expectation that all UWDE staff will be fully engaged in community meetings, events, and activities.		
<b>POSITION SUMMARY</b> This individual will be employed full time by United Way of Delaware (UWDE), to oversee the programs, activities, and collaborative processes of the 21st CCLC after-school program.		

## ESSENTIAL FUNCTIONS

- Leads the afterschool and expanded learning team in an environment where they can support students K-middle school opportunities for positive growth and development
- Ensure that the program adheres to any school, organizational and grant requirements
- Oversee program staff
- Assume responsibility for the building, students and staff during after-school programming hours
- Develop effective relationships and work collectively with partner staff, families, the local community and community programs.
- Assist with and oversee enrollment, recruitment, and data collection
- Create presentations to the community, including local school boards, businesses, and community partners and organizations
- Create flyers and multi-faceted means of effective communication to families and ensure proper display on school bulletin boards, school platforms and all levels of the school's social media platforms through various means and media (flyers sent home, email & text blasts, class DoJo, school website, social media, etc.)
- Meet regularly with program partners and the principal and school leadership
- Work closely with and provide ongoing supervision and support to staff members (i.e., program, sub-contractor, and volunteer staff members)
- Engage and support staff members in implementing program activities to achieve program goals
- Assist with the development of reports and oversight of evaluations
- Create staff, teacher, student and family surveys
- Assist in securing donations and funding for the program
- Assist in the development and oversight of and adherence to program policies and procedures
- Analyze and apply information from periodic program evaluations
- Coordinate the planning, development and implementation of curriculum and program activities
- Assist in the establishment and maintaining of effective communication with partner agencies (i.e., school staff members about participants' progress in the program)
- Implement applicable district, agency, and grant policies and regulations
- Assist in providing oral and written reports to UWDE, school leaders, DDOE, the public and the local school district
- Assist in facilitating partnerships with appropriate public and private agencies that provides supports to participants and their families
- Reports to the Principal and Program Director for other duties, as assigned

## **QUALIFICATIONS/ SKILLS AND KNOWLEDGE REQUIREMENTS**

### **EDUCATION**

- Holds a bachelor's degree in education, youth development, nonprofit organization & leadership, or another related field

### **SKILLS and KNOWLEDGE**

#### **Required**

- Has prior experience in teaching, creating and implementing developmentally appropriate practices, strategic planning, and expanded learning programs, either in a school or community based setting
- Has prior experiences working with youth
- Possesses strong leadership skills
- Able to multitask
- Able to resolve challenging situations productively and without personalization
- Able to manage time and classroom groups
- Pays attention to detail
- Able to work well under pressure
- Shows willingness to work evenings, nights, and weekends

#### **Preferred**

- Holds a master's degree in education, youth development, recreation, or another related field.
- Has previous experience in reporting
- Has previous experience in program evaluation and data use for continued program improvement
- Has prior experience in an educational or recreational setting, in a school-or-community-based organization
- Is committed to afterschool and expanded learning
- Has knowledge of the local community
- Has a recommendation from program partners

### **CORE COMPETENCIES**

- **Critical Thinking and Creative Problem Solving** – Is able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- **Planning and Implementation** – Is a leader and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- **Results-Driven** – Our staff is dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Relationship Building** - Develops and maintains strategic relationships that generate the resources necessary to support United Way's mission.
- **Entrepreneurial and Innovative** - Creatively seeks new opportunities to generate revenue and other resources that add greater value to the organization and the community.
- **Community Collaborator** - Engages diverse stakeholders to accurately and effectively assess community need with credibility, authenticity and humility strategically guides UWDE to contribute to the community's priorities; Is an effective and passionate communicator, articulating the UWDE message in a way that inspires others to act in service to the organization and the community needs.
- **Embracing and Managing Change** - Champions and facilitates change to ensure long-term community sustainability. He/she adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

### **PHYSICAL/ENVIRONMENTAL**

- Statewide travel (use of personal vehicle, valid driver's license and proof of insurance) are required
- Occasional out-of-state and overnight travel may be required
- Environmental conditions include the ability to work indoors and outdoors year-round
- Ability to stand, walk, bend, reach and sit for extended (8 hours or more) periods of time
- Ability to lift minimally 25lb objects and move from one place to another






**ACKNOWLEDGEMENT OF UNDERSTANDING:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE/DATE

## UNITED WAY OF DELAWARE CORE VALUES STATEMENT

As a member of the United Way of Delaware team, we expect that you and every employee will live up to our Core Values and that you will model these behaviors inside and outside UWDE.

	<p><b>“WOW” Customers</b></p>	<p>There are thousands of nonprofits organizations, so we must innovate and find ways to stand out. We believe that our people define us and that our expert, caring colleagues enabled by new ideas and insights can be our differentiator.</p> <p>This mission is an inclusive one – <b>no matter where you sit in the organization, you interact with and support customers.</b> Let’s work together to make sure those we do business with have the best possible experience.</p>
	<p><b>Grow and Learn</b></p>	<p><b>We’ll work together to better understand what our customers want and need</b> – continuously evaluating everything from our strategies to our processes – and make UWDE more appealing and relevant to our donors, partners and stakeholders. To achieve this is an ever-changing environment, we need colleague who are continuous learners and are change resilient.</p>
	<p><b>Collectively Drive Change</b></p>	<p>Change is inevitable and constant. Our ability to deliver meaningful results is critical as we move forward in our journey. Together, we can work smarter, leveraging the insights provided by data to <b>learn more about our customers and community to empower our colleagues to make better, faster decisions.</b></p> <p>This mindset will help us to work differently and approach our work in a more agile fashion – aiming to deliver value more quickly versus traditional efforts to be tactical and task oriented.</p>
	<p><b>Mission-Driven</b></p>	<p><b>Diversity, inclusion and belonging will always be a priority knowing that our difference makes us that much stronger.</b> We want this to be a place where you feel proud and happy, and know your ideas are welcomed and valued. Together, we’ll learn and embrace new skill sets and perspectives to help take us forward.</p> <p>In working together and in support of one another, we will work to create an environment where <b>we’re attracting and retaining the very best talent</b> to drive employee engagement, customer commitment and financial success.</p>
	<p><b>Relationship- Oriented</b></p>	<p>At the heart of our work lies the community. <b>Our genuine and authentic colleagues leverage their passion and skills set to create lifelong relationships to drive social change.</b> This means we have to operate with a shared vision internally (no silos and division) and create and influence a shared community vision.</p>