



## Site Coordinator

### Job Description

#### REQUIRED

- A minimum of a Bachelor's Degree in Education, Social Services, or other related field.
- Must have strong organizational and interpersonal relationship skills.
- Computer, word processing, and basic technical skills.
- Fingerprint and background check.
- Mentor a minimum of one student.

#### EXPERIENCE

- Must have experience working with children/youth, experience with At-Risk children and youth preferred
- Must have networking and interpersonal skills.

#### RESPONSIBILITIES

- Provides technical, structural, and administrative support to mentors on site.  
Communicate directly with children and youth and their families.  
Match mentors to mentees (See Employee Manual for Protocol in matching & launching mentors)  
Manage logistics for children and youth participating in the program.  
Coordinate and circulate paperwork related to program publicity, marketing information, training meetings, and correspondence to families and mentors as designated by the Executive Director.  
Oversee the fingerprint and background check requirements.
- Serve as a standing member of the Management Team.
- Attend other program related meetings and trainings as designated by the Executive Director.
- Honor and protect all confidential information related to the mentee(s) and his/her family.
- Report any evidence or suspicion of child abuse and neglect to the Executive Director or his designee.  
Coordinate, monitor, and develop mentor/mentee interaction using the SEARCH Institute's 40 Developmental Asset approach.  
Maintain current mentee, mentor roster and mentor schedule on master data sheet  
Prepare weekly report reflecting identified program objectives.  
Model and promote the Mission, Vision, Core Values of the Agency  
Input weekly student data using Data Longlegs program  
Oversee and manage social media outlets.

#### ACCOUNTABILITY

- Directly accountable to the Executive Director.

#### BENEFITS:

Hourly rate starting at \$15/hr up to \$20/hr up to 25 hours/ week. Predominant hours are September through May. Weeks and hours will be determined based upon OHuddle's needs.