

General Job Description

ORGANIZATION:

First Chance, Inc.

TITLE:

Site Coordinator

POSITION:

Full-Time

SUMMARY:

The ideal candidate for First Chance, Inc. must meet minimum requirements for licensing “program director” as defined in *Licensing Rules for Child Care Centers*, June 2008. This position requires at least 30 hours per week, Monday – Friday, and is in attendance, supervising staff and students during all program hours. Non-program hours should be spent facilitating program administration and school-day connections.

DUTIES AND RESPONSIBILITIES:

- Be thoroughly familiar with the approved grant contract with MDE.
- Provide administration and direction to manage the after-school program.
- Contract for and monitor service delivery of vendors.
- Supervise and monitor staff.
- Work in partnership with school-day and partner agencies.
- Manage the recruitment and retention of students.
- Plan and conduct parent and family service events.
- Facilitate communication to all staff with teachers, principals, parents, community partners, and Project Director.
- Ensure that the program has a posted schedule and daily written lesson plans with staff assigned to specific duties.
- Maintain all staff and student attendance and enrollment records and insure that all records are up-to-date in the statewide evaluation system (EZ Reports and YPQA).
- Attend all mandatory meetings, conferences, and trainings.

QUALIFICATIONS:

- Be at least 21 years of age.
- Have earned a high school diploma or GED.
- Have current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and first aid.
- Complete 12 clock hours of annual training on topics referenced in R 400.5102 (3)(b), in addition to CPR, first aid, and blood borne pathogen training.
- Develop, implement, and evaluate center policies and program.
- Administer day-to-day operations including being available to address parent, child, and staff issues.
- Monitor and evaluate staff.

ALL applicants must have at least ONE of the following:

- A. Bachelor's degree in elementary or secondary education
- B. Associate's degree in early childhood education or child development with; 18 semester hours in early childhood education or child development; with 960 hours of experience.
- C. Child development associate credential with; 18 semester hours in early childhood education or child development; with 960 hours of experience.
- D. 60 semester hours with; 18 semester hours in early childhood education or child development; with 960 hours of experience.

BENEFITS:

Salary commensurate with experience, vacation, sick leave and generous holiday schedules.

CONTACT:

Send resumes to:

First Chance, Inc.

P. O. Box 607, Benton Harbor, MI 49023

Attention: Sandra Davis