

General Job Description

ORGANIZATION:

First Chance, Inc.

TITLE:

Site Leader

POSITION:

Part-Time

SUMMARY:

This position requires at least 12-15 hours per week, Monday – Thursday, and is in attendance, assisting Site Coordinator and students during all program hours.

DUTIES AND RESPONSIBILITIES:

The Site Leader's Specific duties and responsibilities may include but are not limited to the following:

- Maintains effective communication with Site Coordinator and/or school personnel at assigned site.
- Follows direction of Site Coordinator and/ or center's management in regard to policies and procedures.
- Adheres to program requirements.
- Leads, participates in, and is responsible for afterschool program activities at assigned site.
- Reports any endangering situations immediately to Site Coordinator.
- Meets with parents, students, and community members; addresses concerns in respectful, sensitive manner.
- Participates in afterschool program planning and design.
- Serves as member of afterschool program site team.
- Assists Site Coordinator to ensure integration and coordination of multiple program activities.
- Prepares reports as required in accurate, timely manner.
- Identifies needed supplies and resources and informs Site Coordinator.
- Participates in professional development and project-related trainings as assigned.
- Other such responsibilities as assigned.

QUALIFICATIONS:

- Hold a high school diploma.
- Show willingness to work evenings, nights, and weekends.
- Must pass a criminal background check.
- Have a valid driver's license and personal vehicle insurance or access to same.
- Prior experience in a school- or community-based organization setting.
- Knowledge of afterschool programs and communities.
- Recommendation of building principal.

PAY RATE:

\$8.00 - \$12.00

CONTACT:

Send resumes to: First Chance, Inc., P. O. Box 607, Benton Harbor, MI 49023, Attention: Sandra Davis