



GRAD
CINCINNATI

After School Site Coordinator Job Description

The After School Site Coordinator is to provide direct responsibility for the After School Program at Western Hills University High School, which requires interaction with Principal, teachers and staff, as well as coordination of the assigned GRAD Cincinnati initiatives as Lead Agency as it relates to the 21st Century Community Learning Centers Grant. Participate with the GRAD Cincinnati staff in the development and implementation of strategic and organizational goals, and evaluation of the 21st Century Community Learning Centers Grant and agency effectiveness. Ensures systems are in place and maintained to meet grant and GRAD Cincinnati's goals and objectives. The duties and responsibilities include but are not limited to the following:

1. Ensure that all assigned activities and services are well coordinated, consistent with the objectives, policies, standards and accepted practices of the 21st Century Grant and GRAD Cincinnati.
2. As necessary, pre-plan, develop and organize curriculum and activities on an annual and ongoing basis and be accountable for the results/outcomes of all assigned duties, activities and services.
3. Ensure agency objectives and standards for outcomes are clearly defined and consistent with contractual obligations.
4. Ensure that all participants have an Individual College Development Plan (ICDP).
5. Provide pre-tests, post-tests and surveys to Executive Director and Resource Coordinator.
6. Administer pre-tests and post-tests in conjunction with contracted agencies.
7. Responsible for managing the site in collaboration with resource coordinator, principal and school staff.
8. Seeks Partner with school principal, Local School Decision Making Committee (LSDMC) and community input regarding program selection.
9. Collaborate with regular school day teachers and contract providers to evaluate both the student's needs and progress.
10. Collect student records for evaluation and program improvement purposes.
11. Recruit students.
12. Orient families to Community Learning Center philosophy.
13. Conduct participant, provider and parent surveys on a regular basis to determine satisfaction and recommend changes as needed.
14. Facilitate program set-up and clean-up.
15. Order supplies needed through GRAD Cincinnati office.
16. Ensure adequate supplies are maintained.
17. Attend various training as outlined in the 21st Century Community Learning Center Grant.
18. Maintain records of feedback, testimonials, etc., for grant management and PR purposes.
19. Perform all other duties as assigned.



Job Requirements

- Knowledge of public administration, or high school education or degree equivalent.
- Knowledge of managing and expanding initiatives for youth, adults, neighborhoods and communities.
- Skilled in recruiting and retaining participants and volunteers.
- Skilled in oral and written communication.
- Ability to maneuver in current computer programs such as MS Word, MS Excel, and MS PowerPoint. Ability to prepare presentations, spreadsheets, graphs and documents. Ability to learn new programs in order to track information that the CPS district request from GRAD Cincinnati.
- Ability to organize and implement curriculum and activities.
- Ability to interact at a multi-management level with principal program partners.
- Ability to work under pressure while maintaining high levels of quality.
- Ability to consistently adhere to deadlines.
- Ability to travel, work evenings and weekend hours as needed.
- Ability to monitor emerging trends in the schools, community and the region.
- Experience working with inner-city youth, especially teens.
- Prefer 4 year college degree.
- Prefer Experience in coordinating comprehensive program activities in a school or institutional setting.
- Maintain and update accurate school records.
- Submit documentation as required to GRAD Cincinnati in order to invoice for grant reimbursement of all expenditures of After School Site Coordinator.
- Prepare monthly reports and maintain up-to-date records.