



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

# OUT OF SCHOOL TIME (OST) SITE COORDINATOR

## ORGANIZATION SUMMARY

EducationWorks (EW) is a nonprofit organization providing support in Philadelphia and Chester, Pennsylvania and Camden, New Jersey. By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from 6 weeks all the way to adulthood are positively impacted by EducationWorks.

## POSITION SUMMARY

The K-8 OST Site Coordinator is responsible for the overall management and implementation of the after school program and summer camp program, supervision of its staff, and coordination with school site personnel. The Site Coordinator works with OST programs staff, Education Specialist, and teachers to implement the academic elements of the program. The Site Coordinator reports to an OST Operations Manager.

## DUTIES AND RESPONSIBILITIES

- Plan an age-appropriate after-school program or camp that meets the needs of the enrolled children and their families, and complies with the funder's guidelines
- Develop a schedule for each group and ensure that the schedule includes all required elements and flows smoothly
- Oversee implementation of the project-based learning programs and all other aspects of the program
- Work closely with the OST Programs staff and other staff to plan for sub-contractors, special events, and trips
- Develop and implement a plan to involve families in the program, with assistance from the OST Programs staff
- Separate children into groups by age, keeping ratio compliant with DPW regulations
- Participate in a planning process for EW summer programs

- Publicize the program to students and their parents/guardians and facilitate the enrollment process
- Coordinate the completion of all enrollment documents in a thorough and timely fashion
- Work with school staff on the use of space and ensure that program space is attractive and orderly
- Coordinate with the other programs in the school (e.g., extended day or summer school) to maximize opportunities for families and children
- Be the point person at the site on a daily basis during program hours: 1) interacting with the PHMC monitor during visits, 2) interacting with parents, 3) interacting with the principal, building engineer, teachers and counselors
- Assure that the program complies with the EW Policies and Procedures, DPW regulations, and best practices as articulated by Keystone Stars
- Attend required trainings and meetings
- Coordinate food service
- Supervise Group Leaders and other staff working in the program
- Set schedule for the program staff
- Ensure completion and accuracy of timesheets
- Complete performance evaluations for AmeriCorps members
- Other duties as assigned

## EDUCATION AND EXPERIENCE

One of the following four combinations of education and experience:

- Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and one-year experience with children; or
- Bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and two years' experience with children; or
- An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and three years of experience with children; or
- Associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and four years' experience with children
- Strong supervisory experience a must
- Familiarity with urban schools and afterschool and summer programs
- Experience in and desire to work directly with children ages 5-13
- Excellent interpersonal and organizational skills
- Ability to work until at least 6 pm daily and on certain school district designated leave days.

## **PHYSICAL REQUIREMENTS**

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 20 lbs

## **APPLICATION INSTRUCTIONS**

Email resume and cover letter to [applications@educationworks.org](mailto:applications@educationworks.org)