



Job Title: Elementary Assistant Site Coordinator
Reports To: Site Coordinator
Classification: Non-Exempt
Full-time: Monday to Thursday 10:00 – 6:30, Friday 8:30 – 5:00
Supervisory Responsibilities: None
Date: 09/28/2020

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

Summary/Objective:

The Assistant Site Coordinator works closely with the Site Coordinator and School Age Program Staff to provide program and administrative assistance in addition to direct services to the 21st CCLC program, youth, families and staff.

Essential Duties and Responsibilities:

Program Support

- Support the Site Coordinator with overseeing the day-to-day operations of the 21st CCLC program, including scheduling of teaching and program staff, coordination of programming (curriculum, activities, scheduling), collaborating with partners to provide services to students, and site/program reporting.
- Provide supervision of students during dinner (if applicable) and transitions.
- Provide language assistance with family members of students.
- Facilitate and encourage adult family member involvement in services such as including Adult ELL classes, Parent Advisory Council, and Family Events. Maintain records, generate reports, and recruit parent volunteers.
- Assist schools in resolving attendance problems.
- Assist 21st CCLC staff as needed.
- Build positive relationships with family members.

Recruitment, Coordination, Communication and Collaboration

- Assist with recruiting and enrolling students and ensures accurate attendance records.
- Assist with the program orientation, encourage parent involvement in family learning activities, and maintain constant contact with families.
- Assist with the planning and implementation of family nights as required by grant.

Volunteers and Partnerships

- Support the Site Coordinator with welcoming and effectively managing volunteer and partner involvement in all aspects of the middle school afterschool program. This includes, but is not limited to the provision of an initial orientation, ongoing training, classroom placement, daily scheduling, and retention.

Administrative/Data Assistant

- Responsible for all data entry and data management for all students and families.
 - Enter attendance data daily and follow up on absences immediately.
 - Maintain additional data on families, program, and staff,

- Prepare and maintain schedules, administrative records, and Advisory Board minutes and records.
- Compile periodic reports to be reviewed by staff and the Advisory Board.
- Assist in the maintenance of student DCF files to ensure they are current and compliant.

And

- Performs any other duties or responsibilities as requested.

Qualifications:

Education:

- High school diploma required, some college education preferred.
- Department of Children and Families (DCF) Florida Child Care 45 Hour Certification, required for the elementary site only (may obtain within 180 of employment)

Experience:

- At least two years of work or internship experience preferred.

Knowledge, Skills and Abilities:

- Bi-lingual, English and Spanish preferred.
- Meet required DCF training courses (45 hours), (can obtain within 180 days of employment.)
- Demonstrated experience working with diverse cultures and populations and ability to communicate effectively preferred.
- Proficiency in Microsoft Word and Excel, use of the internet, and basic computer skills sufficient to maintain program records and budgets, generate publicity materials, and communicate with parents, volunteers, partners, and community.
- Strong interpersonal skills and verbal and written communication skills.
- Commitment to the mission and core values of Grace Place.
- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Willing to submit to Fingerprinting and Background Checks.
- Compliance with Good Moral Character as described by DCF.
- Commitment to supporting the leadership culture of the organization.

Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement and Organizational Core Values.

Work Environment: Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Fulltime - Anticipated working hours of approximately Monday to Thursday 9:30 – 6:00, Friday 8:30 – 5:00, including some evenings and weekends as needed.

Physical Demands: Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

Additional Eligibility Qualifications: Background check, fingerprinting required.

Organizational Competencies: The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.