



Job Description

CCLC Coordinator

Job Purpose: Under the supervision of the CCLC Director, the Coordinator develops and facilitates daily, weekly, and monthly youth development activities for after school programs through The Southeast Youth Council dba Cornerstone Youth Center.

Position: Full time, non-exempt

Pay rate: Based on education and experience

Supervision received from: CCLC Director and Executive Director

Specific duties and responsibilities:

- **Coordinate Youth Development Programming**
 - In coordination with the CCLC Director develop an annual program plan calendar.
 - Assist in developing and implement detailed program plans for each item on the annual calendar
 - Assist in developing and maintaining documentation addressing goals, performance measures, and budget.
 - Build and maintain relationships with school teachers, administration, students and families.
 - Collaborate with internal and external personnel for the purpose of implementing and maintaining services and programs.
- **Plan and Administer Programs**
 - Assist CCLC Director in hiring and training of all programming staff and volunteers.
 - Supervise programming staff and volunteers at the program site on a daily basis.
 - Work with programming staff to maintain program space, materials, and tools.
 - Recognize daily student needs, and direct program staff to cover individual, small groups and large groups as appropriate.
 - Assist in program marketing, development, and recruitment of students as requested by Directors.
 - Attend weekly staff meetings, and periodic professional development workshops and conferences.

Knowledge and Skills:

- Bachelor's Degree in the field of education, human services, youth work preferred. Active student will be considered.
- Working knowledge of Indiana Academic Standards, and Indiana After School Standards
- Understanding of Allen County economic, cultural and political environment

Skills:

- Development of programming
 - Ability to follow and teach curriculum
 - Must be able to lead and work with a diverse group of youth
 - Must be able to lead and assist educational enrichment activities
 - Ability to work with students on a large group, small group and individual basis
 - Effective verbal, presentation and listening communication skills
 - Effective written communication skills
 - Able to use standard office equipment and computer software including spreadsheets, word processing, and project management tools.
 - Able to use standard kitchen equipment including a stove/ oven, sink and microwave.
 - Proven ability to work in a team atmosphere and independently
 - Must be able to change focus as needed
 - Strong analytical and problem solving skills
 - Ability to shift easily from high energy activities to lower energy activities and vice a versa.

Personal Attributes:

- Honest and trustworthy
- Creative and high energy
- Accountable and reliable
- Respectful
- Cultural awareness and sensitivity
- Flexible
- Sound work ethics

Working Conditions:

- **Physical Demands**
 - The Program Coordinator may deliver support services in a variety of locations and may have to transport lift and carry equipment and supplies. The Program Coordinator will spend long hours transitioning from high energy, high physically demanding activities to standing and sitting in one place. These activities may cause muscle strain.
- **Environmental Conditions**
 - The Program Coordinator will manage a number of projects at one time, and may be interrupted frequently to meet the needs of students. The Program Staff may find the environment to be busy and noisy, and will need excellent organizational and time management skills to complete required tasks.
- **Sensory Demands**
 - Sensory demands include the use of the computer, which may cause eye strain and occasional headaches. Activities and programs may be noisy and busy making it difficult to concentrate
- **Mental Demands**
 - The Program Coordinator deals with youth and families who can, from time to time, be demanding and challenging. The Program Coordinator must remain patient and committed to the mission of the organization, and may have to engage in conflict resolution or crisis management at times.