

POSITION DESCRIPTION

Mission: The Mission of Project Pneuma is to Breathe New Life holistically into the young men we serve by challenging them intellectually, strengthening them physically, nurturing them emotionally and uplifting them spiritually.

SITE COORDINATOR

DIVISION: PROGRAMS

REV: 08/31/21

FULL-TIME, EXEMPT

MAJOR RESPONSIBILITY: The Site Coordinator will be the lead point of contact for selected partner school site(s) for daily programming. The Site Coordinator is responsible for communication with the parents and families of Project Pneuma adolescents.

REPORTS TO: Program Director

ESSENTIAL FUNCTIONS:

- Working with team members to develop weekly/monthly lesson plans to be executed during programming at your respective site(s).
- Direct oversight of daily programming sessions.
- Assigning tasks to Program Specialists/Associates to ensure that each programming session is executed effectively.
- Managing data collection at your respective site(s) daily to submit to the Program Manager.
- Attending meetings held by the Program Director/Manager to discuss strategies and topics relevant to programmatic growth.
- Providing input on materials, strategies, plans and exercises as needed. Researching literature reviews and web searches to implement new ideas and strategies that will contribute to programmatic sessions.
- Communicating directly with the afterschool point of contact, parents and guardians regarding students' health, incidents, and emergency notifications.
- Attending training relevant to personal, professional, and organizational growth (e.g., CPR training, Adverse Childhood Experiences training (ACES), etc.).
- Participating in, as needed, promotional marketing events.

QUALIFICATIONS:

Availability

- Full-time, Monday through Friday
- Occasional work on weekends

Requirements

- Good verbal and written communication skills and proficiency in computer systems
- Familiarity with OSHA safety regulations
- Highly developed people skills needed to organize and work effectively as a team member
- Knowledge of partner agencies and their role
- Positive people skills and ability to organize and motivate and professionals
- Excellent time-management skills and ability to carry out multiple tasks simultaneously
- Ability to analyze problems, synthesize information and develop solutions which support Project Pneuma's mission
- Must be able to utilize data as a tool to make strategic and timely decisions regarding program effectiveness and impact
- Able to conduct activities in accordance with guidelines

Preferences

- Bachelor's degree (or relative work experience) and a minimum of 2 years of experience in volunteer management
- Knowledge of Social Emotional Learning, Trauma-Informed Care, and Adverse Childhood Experiences (ACEs)
- Have a valid driver's license and reliable transportation