

JOB ANNOUNCEMENT

TITLE: Elementary Site Coordinator

DEPARTMENT: Elementary Program Department - Millsmont Academy

CLASSIFICATION: Regular Full-time

REPORTS TO: Elementary Program Manager

FLSA STATUS: Exempt

SALARY: \$40,000-43,000 Annually + Fringe Benefits

SUPERVISES: 3 Group Leaders

POSITION AVAILABLE: NOW

APPLICATION DEADLINE: OPEN UNTIL FILLED

SCOPE AND CHALLENGES

Girls Inc. seeks a full-time Elementary Site Coordinator with excellent skills to coordinate and deliver a model after school program for school age girls in grades K-5. The coordinator will oversee GIRLStart, a literacy program that builds self-esteem and achieves grade-level reading for kindergarten through 3rd grade girls, as well as WOW!, a youth development program designed to increase the familial engagement, physical fitness, life skills, self-esteem and academic success of 4th and 5th grade girls. Programming includes literacy activities, reading instruction, enrichment programs, girls' leadership development, general academic support, homework assistance, family involvement, sports, health and Science.

This individual will serve as lead coordinator for Millsmont Academy After School Collaborative which includes a Brothers On The Rise K-5 program.

PRIMARY RESPONSIBILITIES

- Coordinate and deliver all services and supports as listed above.
- Work collaboratively with Girls Inc. elementary school program staff and volunteer staff to identify, recruit, and provide services to targeted K-5 girls.
- Recruit, train, and supervise Group Leaders to deliver after-school programming.
- Ensure quality programs and instruction by supporting and overseeing activity and lesson plans of the Group Leaders.
- Work closely with Program Manager to ensure high quality community events for girls, families and school personnel.
- Track participant demographics, academic and reading progress for monthly, quarterly, and year-end program reports, plus other administrative duties as needed.
- In conjunction with Program Manager and Group Leaders, develop and implement specific strategies to improve grade level reading, academic achievement and overall development of each participant.
- Assist in recruitment, training, and supervision of Elementary Program volunteers.
- Prepare effective written and printed materials that support the Elementary program.
- Participate in staff and program team meetings.
- Offer year-round professional development to Elementary Group Leaders.
- Build and strengthen school site relationships through regular meetings with school staff and after school partners to ensure program is operating effectively.
- Assist Program manager in budgeting process and tracking.
- Ensure high quality literacy and enrichment programming of collaborative partners.



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of Alameda County

Inspiring all girls to be
strong, smart, and boldSM

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www.girlsinc-alameda.org
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- Attend SST, IEP meetings and other meetings that concern girls enrolled in Elementary Program at the school site
- Coordinate after school collaborative at Millsmont complying with contract requirements for programming, attendance and other areas as needed.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge and experience in literacy development, youth development and after-school or educational settings required.
- Experience supervising staff, including the ability to coach group leaders.
- Bachelor's degree preferred.
- Bilingual (Spanish/English) desired.
- Ability to motivate, excite and spark curiosity and well-being in girls.
- Ability to inspire and motivate staff as well as build and manage a team.
- Knowledge of and commitment to designing girl-centered programs.
- Experience working with parents and supporting parents' involvement in their children's development and education.
- Knowledge and experience bringing multi-cultural curriculum to the after school environment highly desirable.
- 2 years experience working with elementary school-age youth representing diverse cultures, ethnicities, and abilities.
- Experience and enthusiasm for supporting intensive volunteer involvement.
- Ability to communicate effectively orally, auditory, visually, in writing and via computer with youth, teachers, coworkers, and volunteers.
- Knowledge of computers, specifically MS Word.
- A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Employee may be required to obtain a Class B driver's license.
- Department of Justice clearance based on fingerprinting submission.
- Proof of TB test within the last four years
- CPR/First Aid Certification.
- Ability to bend, lift, move up to 15 lbs.

BENEFITS: Employer pays standard medical plan and provides vacation, sick, and holiday pay.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

APPLY ONLINE: <https://home.eease.com/recruit/?id=1167841>

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