



THINK
Together

2101 E. Fourth Street
Santa Ana, CA 92705

Job Title:	Site Coordinator
Department:	Program and Operations
Reports To:	Quality Assurance Coach/Trainer
FLSA Status:	Non-Exempt
Supervises Others:	Yes

GENERAL PURPOSE OF JOB:

Manages all aspects of a THINK Together educational site to ensure that the program meets educational and recreational objectives and is managed in accordance with policies and procedures including safe work practices. Supervises all staff and volunteers assigned to the site to provide well-coordinated student assistance. Meets all documentations requirements. Liaises with parents, collaborators, school management, donors and visitors to display the site and the program positively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all staff, students and volunteers in the program at the site.
- Manages site staff under the direct supervision of the QAC/T.
- Interviews, recommends hiring and evaluates classroom supervisors and other part-time team members.
- Manages the site budget including staffing and supplies.
- Maintains student and volunteer records and produces reports as required.
- Collaborates with THINK Together team to design a site program such that students have access to snack time, homework help and a variety of physical, educational and enrichment activities.
- Works with collaborative partners (if applicable) to implement programs.
- Works with other providers to develop on- and off-site enrichment opportunities.
- Communicates with school administrators, school staff and parents on a regular basis regarding program activities.
- Works with supervisor and Fund Development department to support fundraising efforts as well as coordinate site visits for volunteers, community leaders, school administrators and funders.
- Assists with volunteer orientations and works with the Volunteer Department to recruit new volunteers.
- Nurtures and builds strong relationships with volunteers to develop good communication for accountability and long-term commitment to volunteering.
- Performs other duties as assigned.

Other Responsibilities:

- Implements the safety plan at the site.
- Implements other human resource policies and procedures.
- Aligns and implements other plans or management requirements related to the site's needs.
- Attends monthly Site Coordinator meetings and other meetings and trainings as requested.



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- Supervises, trains and develops subordinates in line with the objectives, policies and procedures of the organization. Completes supervisory responsibilities in a timely and thorough manner.
- Maintains highest degree of confidentiality in student, staff and management matters.

EDUCATION and / or EXPERIENCE:

- Bachelor's degree (BA) from four-year college or university, or one year of program experience within THINK Together in lieu of bachelor's degree is required
- At least one year in a supervisory or leadership position is highly preferred.
- Previous classroom experience is required.

OTHER SKILLS:

- Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational and management skills.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER & EQUIPMENT SKILLS:

- Word processing
- Spreadsheets Excel
- Use typical office equipment
- E-mail
- Internet software

WORK ENVIRONMENT:

Largely spent in a school, classroom and outdoor environment with children.

How much noise is typical for the work environment of this job?

- Moderate noise (examples: typical school noise with children at play)

PHYSICAL DEMANDS:

Some of the physical demands of the job include standing, walking, sitting, using hands and arms for reaching and handling, stooping, kneeling, crouching or crawling, talking and hearing. This job may also require that weight be lifted or anywhere from 10 to 25 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

ADDITIONAL INFORMATION:

- Must be willing to work some evenings and weekends.



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- Must be willing to travel to off-site meetings, trainings, and events.
- Ability to speak or write a language (Spanish, Vietnamese) other than English is helpful.
- Eligible to accept assignment.

Acknowledgment:

I, (print name) _____ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Organization policies contained in the employee handbook. I certify that I can perform the job duties with or without an accommodation.

Employee Signature: _____

Date: _____