



*Lt. Col.*

**MATT URBAN**

*Human Services Center of Western New York*

1081 Broadway, Buffalo, NY 14212

**Job Title:** After School Program Coordinator

**Department:** Youth

**Reports To:** Director of Community Services

**Prepared Date:** 05/23/18

**Summary:**

The position's primary purpose is to administer, manage, supervise, coordinate, implement, and evaluate site specific youth programs that are provided through Matt Urban's 21st CCLC after-school programs. In addition to supervising and evaluating the programming, the Site Coordinator is responsible for supervising and evaluating the part-time staff.

**Essential Duties and Responsibilities**

- The Site Coordinator is responsible for coordinating, scheduling, and staffing an after-school program.
- The Site Coordinator acts as a liaison between the school and parents.
- The Site Coordinator is expected to become acclimated into the community.
- The Site Coordinator is responsible for preparing monthly reports and following grant guidelines on the activities at their site.
- The Site Coordinator is responsible for enrolling self and staff in professional development opportunities.
- The Site Coordinator is responsible for following all Office of Child and Family Service licensing guidelines in regards to School-Age Child Care licenses at their designated site.
- The Site Coordinator is responsible for providing staff with necessary assistance and direction to ensure successful operation of each activity and/or service that is provided by their program.
- The Site Coordinator is responsible for participating in bi-weekly staff meetings/Director meetings and any other meetings assigned by the Project Director.
- The Site Coordinator is responsible for staff payroll at their site.
- The Site Coordinator is responsible for linking families to resources in the community.
- The Site Coordinator is responsible for maintaining schedules and program operations within the stated goals and objectives of the Matt Urban Center's Strategic Plan and various contracts that the Matt Urban Center has entered into related to youth services.

**Qualifications:**

- Two to four years in a supervisory role is preferred.
- At least 2 years working with children in an urban setting.
- Bachelor's degree in fields such as social work, education, and counseling are preferred. Must have excellent written, oral skills.
- Must be proficient in word, power point and excel.

**Education and/or Experience:**

- Bachelor's Degree (Preferred)
- Experience working with Youth

**Computer Skills:**

- Microsoft Word, Outlook, Excel, PowerPoint

**Physical Demands:**

- Ability to lift at least 30 lbs. and stay on feet for at least 3 hours at a time.

**Equipment Used:**

- Computer, keyboard, monitor, phone, fax, copy machines and basic mechanical tools.

**To Apply:**

Please send cover letter and resume to Andrew Linneman at [alinneman@urbanctr.org](mailto:alinneman@urbanctr.org).