



Job Description- 21st Century Afterschool Site Coordinator

Hourly Rate: \$20/per hour (School Year: 12 hours/week)

East End United Community Center is seeking a qualified Site Coordinator for our After School Program at Albert Gallatin North Middle School. This program is comprised of students in grades 6-8 (incoming 6th graders in the summer). Our students receive daily instruction in core subject areas as well as the opportunity to participate in enrichment activities. Weekly lesson plans must incorporate three components: project-based learning, Sports, and S.T.E.A.M. (science, technology, engineering, arts, and math) curriculum. Qualified candidates will be expected to carry out the teaching duties required for the East End United Community Center's 21st Century Program as well as participate in experiences presented by various partner organizations.

Responsibilities:

- Oversee the day to day structure of the program at the site including but not limited to:
- Collaborate with staff to design and implement integrated lessons with a strong S.T.E.A.M and literary emphasis
- Communicate with students, parents, staff and student's daytime classroom teacher (when applicable)
- Implement EEUCC's daily expectations and a Positive Action Curriculum
- Developing a teacher/staff schedule and ensuring that there are appropriate staff each day of the program
- Ensuring student transportation needs from the program and field trip sites (to and from the program during the summer)
- Create a classroom culture that encourages group thinking, curiosity and discovery while managing student behavior, participation and conduct.
- Keep accurate records of Attendance, Activities, Lesson Plans, Student Grades/Performance, Teacher Surveys (annually) and submit to the Program Director
- Commitment to classroom engagement
- Other duties as necessary

Minimum Qualifications:

- Bachelor's Degree, Elementary Education (preferred)
- Strong classroom management and organization
- Experience working with students in a classroom setting
- Experience writing and completing lesson plans
- Excellent oral and written communication skills
- Knowledge of current educational research

When:

- During the 2021-22 school year.
- Monday – Thursday, 3:15pm – 6:15pm
- The program follows the distinct calendars and does not occur on days off and early dismissals (scheduled and emergency)

Please submit resume and cover letter to East End United Community Center's Executive Director, Steve Strange at strange@eeucc.org or our 21st Century Program Director, Ashley Deurlein at adeurlein@eeucc.org