



School Age Site Coordinator  
Reports to Jen Kenney  
email: [jnormanfdie@roudenbush.org](mailto:jnormanfdie@roudenbush.org)  
[www.roudenbush.org](http://www.roudenbush.org)

### **Job Summary**

Roudenbush is seeking a dedicated and organized Site Coordinator for our School Age Program to join our team!

The Site Coordinator will be responsible to support the School Age Program Administrator and / or the Senior Director of Childcare with administrative tasks along with teaching in a classroom site. Coordinators are responsible for the day-to-day oversight and operation of the program, including daily coordination at the assigned site, monitoring program flow and structure, communicating effectively with children, families and program staff.

Site Coordinators assist the Program Administrator with supervising and training Group Leaders and Assistant Leaders. The site Coordinator must always remain on site and may be supervised by the Program Administrator.

### **Responsibilities**

With direction of the Program Administrator and / or Senior Director:

- Discuss and maintain educational activities and policies that support children's behavioral or learning abilities.
- Support administrative duties such as snack schedule, sign-in sheets, bus schedules.
- Support the Program Administrator with planning Summer Adventures Programming or day off curriculum.
- Become familiar with EEC guidelines and support staff's adherence to the guidelines.
- Support the Program Administrator with teacher and child observations.
- Other Related Duties as assigned.

### **Competencies:**

- High degree of self-motivation and autonomy.
- Interest in learning the administrative side of the program.

### **Preparation, Knowledge and Abilities:**

- Highschool Diploma or equivalent.
- Some credit bearing or equivalent coursework in the categories of study relative to the administration and programming for school aged children.
- Have experience as a group leader, lead teacher or large family childcare provider.

### **Required:**

- Successful BRC check including fingerprinting.
- Meet the qualifications as required per EEC regulations

### **Working Conditions:**

- Require the physical ability to sit and stand for long periods of time. Maybe required to lift small loads.



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*Above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

Job Type: Full-time

Pay: From \$18.25 per hour

Expected hours: No less than 40 per week

Benefits:

- Health insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person