

Nevada Job Order Bulletin Board Print Document

Job Order: **584567**

Print Date: **3/18/2022 9:54:44 AM**

Job Title: **Elementary Before/After School Site Coordinator**

Type of Job: **Regular**

Job Time Type: **Part Time (Less than 32 Hours)**

Job Description: **Under supervision of program director. Develop SAFE Elementary afterschool programming, coordinate delivery of instructions, and provide administrative support to all instructional staff.**

ESSENTIAL FUNCTIONS:

1. Assist in the development, implementation, and coordination of instructional programming for designated SAFE Elementary site.
2. Assist in the development of staff training and professional development programming.
3. Responsible for ensuring a safe and nurturing environment at SAFE Elementary designated site.
4. Maintain accurate records of youth activities and assist in collecting and reporting accurate and quality data related to youth and family participation and experience.
5. Effectively communicate with parents, public, and school district staff.
6. Act as liaison to site staff including support staff, academic staff, and school administrators.
7. Coordinate and supervise staffing at SAFE Elementary designated site including maintaining staff time sheets, sick leave requests, and other various records.
8. Attend planning and staffing meetings, trainings, and professional development workshops as needed.
9. Maintain scheduled check-ins and communication with program director.
10. Plan events, both programmatic and public. Attend school district and family meetings as needed.

EDUCATION AND EXPERIENCE: Experience in youth development and/or teaching required. Experience in program development and employee supervision required. Experience in program evaluation preferred.

- **LICENSES:** Valid Nevada driver's license. CPR certification or ability to obtain CPR certification. Substitute teaching or teaching license preferred.
- **CONTACTS:** Co-workers, other personnel, school district employees, parents, families, and the public.
- **PHYSICAL EFFORT:** Varied indoor and outdoor environment including standing, sitting on floor, play activities, and some cleaning and lifting of no more than 25 lbs.

**Apply at NyE Communities Coalition 1020 E Wilson Rd Pahrump, Nv 89048.
Resume, Applications, Skills Test required.**

NOTE: This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. All positions are subject to a background check.

Minimum Age: **18**

Hiring Requirements: **Drug Testing/Screening**

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **Yes, Operator License**

Pay Comments: **Not Applicable**

Benefits:

Job Application Methods Accepted: **At the Nearest One-Stop**

Employer requests only Veterans apply: **None Selected**

Application Comments:

**Apply at NyE Communities Coalition and Career Connections 1020 E. Wilson Rd. Pahrump, NV 89048.
Resume and Application required.**

Employer Information:

Confidential Information