SITE COORDINATOR

All employees are expected to adhere to LEAP’s Core Mission.

LEAP’s mission is to develop the strengths and talents of young leaders who implement year-around community and school-based programming designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods.

Position Summary: The Site Coordinator is responsible for the implementation and management of all programs and operations in one of LEAP’s community or school-based sites. The Site Coordinator leads the development and management of Senior Counselors and Junior Counselors who work during the school year and during the summer as they implement social and academic programming for children. The Site Coordinator is responsible for the management and development of children through well-planned curriculum, counselor-led trips in their neighborhoods, and community-based activities. Additionally, they must establish and maintain effective and ongoing communication with school personnel, parents and community members. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities. This is a full-time, exempt (salaried) position.

Essential Functions:

- Plans and coordinates activities to recruit children.
- Plans and coordinates recruitment, training, and development of youth counselors from local high schools (Junior Counselors) and colleges (Senior Counselors).
- Creates engaging site-wide and neighborhood cultural events that build a sense of unity, fun, and teamwork.
- Designs innovative program activities to give children and counselors new opportunities for learning.
- Establishes site norms and expectations (attendance, group management, etc.).
- Troubleshoots on-site crises involving children and creates strategies to meet children’s individual needs.
- Guides counselors in planning and implementing educational group activities.
- Plans and facilitates dynamic, exciting site-based trainings that prepare counselors to teach and mentor children.
- Establishes daily site schedules based on curriculum structure and counselor availability.
- Conducts formal, on-going performance evaluations of counselors.
- Creates strong, collaborative relationships with parents that allow for regular communication about children’s progress.
- Assesses and participates in the community to identify community leaders and community-based resources and to create effective collaborations.
- Nurtures positive relationships with school administrators and staff.
- Facilitates regular communication with teachers to promote children’s progress.
- Establishes trust and accountability systems with teachers who share their classrooms with LEAP.
- Participates in school meetings and activities.
- Takes an active role in regular staff meetings, debriefings, training, and planning sessions.
- Knowledge of computer software applications including Google Drive, Microsoft Word, Excel and Outlook.
Takes on additional responsibilities as required and as they relate to the longevity of LEAP’s youth programming.

**Principal Working Relationships:** Receives direction, coaching and performance evaluation from the Children’s Program Manager. Works closely with a team of Site Coordinators while being part of the larger Programs team composed of the LEAP Computer Learning Center (LCLC), Leaders in Training (LIT) Program, and the Aquatics Team.

**Qualifications:**

- Bachelor’s degree from an accredited institution of higher education required.
- Strong belief in the importance of educational and social opportunities for children and youth from high-poverty urban communities.

**Preferences:**

- Management experience preferred.
- Management and/or work experience with children and youth programs or schools preferred.
- Experience in youth leadership development, community service, and/or tutoring.
- Strong belief in the importance of educational opportunities for children and youth from high-poverty urban communities.
- Commitment to working with others to inspire positive social change through education, service, and community development.
- Excellent verbal and written communication skills
- Organizational abilities to handle multiple tasks; computer proficiency.
- Knowledge of and proficiency in computer software applications including Google Drive, Microsoft Word, Excel and Outlook preferred.
- Ability to speak Spanish preferred, but not required.
- Driver’s License with Public Service Endorsement preferred, but not required.
- Knowledge of the Greater New Haven area.
- Certification in administering medication is preferred, but not required.
- CDL endorsement is preferred or the ability to gain endorsement within 12 months of employment.
- First aid and CPR Certification is preferred

**Compensation:** $43,000 annual salary. Excellent benefits, including a generous vacation package, POS health plan, life insurance, short-term disability, and the option to enroll in an employee paid dental plan and 403(b) retirement plan.

**Special Requirements** (if applicable): Flexibility to work some evenings and weekends. Ability to lift at least 40 pounds.

Interested candidates may apply by submitting a letter of intent and resume with three references listed to Lee Osorio at losorio@leapforkids.org. LEAP is an equal opportunity and affirmative action employer.

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**Creating a New Haven for Our Children**

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