

Job Description: After School Site Lead

Supervisor: Site Manager

Job Summary

A Site Lead is responsible for supporting the Site Manager with overseeing fifty to seventy elementary, middle, or high school students at individual schools in the after-school hours. Site Lead works mainly to assist managers and ensure communication and coordination of internal REC processes (students, and tutors) while Site Manager is the point of contact for external communication (families, teachers, and administration).

Job Responsibilities

Primary responsibilities / roles which Site Lead are expected to fill:

- Perform responsibilities of Site Manager in the event they are absent from programming
- Confirm students' registrations are completed in full
- Read weekly managers' newsletter and be apprised of information pertaining to the site
- Ensure the programming space is prepped before programming and left clean after programming
- Guide staff and volunteers during programming sessions
- Optionally attends managers meetings

Support responsibilities / roles where Site Lead collaborates with Site Manager:

- Communicating information and directives to staff and students within the program
- Collaborating with manager to evaluate site tutors
- Assist Manager in holding weekly site staff meeting with an agenda and minutes
- Assist Manager in ensuring staff coverage and structure for effective tutoring environment
- Assist Manager to implement and oversee a Positive Behavior Support system
- Assist Manager to implement an effective student check-in/check-out process
- Assist Manager to monitor student attendance
- Elementary School- With guidance from Program Manager and Site Manager, ensure individual student folders are updated weekly with individual lesson plans for students
- Middle and High School- In coordination with Program Manager and Site Manager, ensure programming adequately supports academic achievement and personal development
- Supports enrichment and social, emotional learning (SEL) design and implementation

Possible responsibilities based on Site Manager's needs and Site Lead's skill sets:

- Facilitate the onboarding of new students
- Plan and coordinate enrichment programming
- Coordinate and ensure fulfilling experiences for volunteers
- Check academic progress of each student weekly
- Other duties as assigned

Qualifications

- Strong academic base
- Proficiency in or capacity to learn Google Suite
- Experience working with at-risk youth beneficial

- Strong leadership and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Strong ability to multitask
- Capable of being flexible when needed
- Effective oral and written communication skills
- Bilingual skills beneficial, but not mandatory

Programming Hours

- REC operates 15 after-school programs (9 elementary, 4 middle schools, 2 high schools) - operating hours vary based on location
- Elementary Schools- Tues- Thurs 4-6:15 pm, Fri 2-6 pm
- Dual Immersion Academy (Elementary): M-Th 4:5:30pm
- Middle and High Schools: Mon-Thu 3-5:30pm
- 12-14 hours a week on average
 - Additional one-two hours per month of in-person training outside of program hours
 - Additional occasional 6-8 additional hours/month (Mondays, Fridays or Saturdays, depending on program or when school is out of session)

Position Details

- Limited part-time position (15-20 hours) following Mesa County School District 51's school year (Fall and Spring semesters) and a three-week summer program in June
- On-site hours during programming time during the school year, additional hours with other REC tasks outlined above
- \$17-\$18.50/hour based on experience
- Ability to work three to four evenings after programming per semester, occasional Saturdays and other non-school days for outdoor programming and field trips