



Program Site Coordinator

Compensation & Schedule:

0.75 FTE / 30hours a week position

Salary \$40,000

To apply, please send a resume and/or cover letter to info@wabsalliance.org.

WABS is seeking an enthusiastic, organized Program Site Coordinator for our After School & Summer enrichment program for elementary students! Bring your passion for working with youth, commitment to equity, diversity & inclusion, and dedication to being an inspiring team leader and relationship-builder.

The Program Site Coordinator will help lead the 21st Century Community Learning Center (21st CCLC) after school and summer academic enrichment program proposed by Washington Alliance for Better Schools (WABS) in partnership with the Marysville School District under the supervision of the Program Director.

The 21st CCLC program helps students meet state and local standards in academic subjects, such as reading and math; offers students a broad array of after school enrichment activities that can complement their learning; and also offer services to the families of participating children.

The Program Site Coordinator will coordinate and supervise the after school and summer program at Liberty Elementary and manage a team of 4 employees to implement the 21st CCLC program.

Job Duties:

- Provide leadership and oversight of the recruitment and outreach to students and families to participate in the 21st CCLC program.
- Implement a high-quality academic enrichment program for students in grade K-5 who are struggling academically. The program meets 3 hours per day after school during the school year and for 4-6 weeks over the summer.
- Hire, supervise, and coach a team of 4 employees to implement the youth development program.
- Support staff in facilitation of student learning related to social emotional learning including emotional regulation, empathy, conflict resolution, and cultural competency.
- Plan and implement meaningful monthly family engagement activities.
- Coordinate activities implemented by community partner organizations.
- Coordinate district services provided to participants such as Food Service and Transportation.
- Develop relationship and communicate with families regularly about student successes and challenges.
- Engage in Professional Development activities required by OSPI, WABS, and the Program Director.
- Complete all required reporting for federal grant evaluation.
- Gather and complete monthly site payroll documentation verifying accuracy and completeness.
- Lead and/or attend Site Coordinator and Leadership Team meetings on a monthly/bi-monthly basis
- Assist youth in meeting state and local achievement standards in core subjects – reading and math by offering high quality after school, and summer academic enrichment programs.
- Coordinate learning between day time school classrooms to reinforce, enrich, and complement student learning experiences.



Qualifications:

- Ability to work during regular business hours (9am-4pm) as well as after-school hours (3pm-7pm) in order to attend all required trainings, meetings, and programming
- Excellent project management skills
- Excellent meeting facilitation skills and planning, both online and in person
- Strong communication skills, both verbal and written
- Experienced in hiring, supervising, and coaching staff
- Experience building relationships and trust with underserved students, families, and communities
- Understanding and commitment to equity, diversity and inclusion
- Bachelor's degree or higher, and/or 3 years related experience in youth development
- Knowledge of best practices in after school programming for youth (preferred)
- Experience in public elementary schools (preferred)

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WABS mission: Washington Alliance for Better Schools (WABS) is a collaborative of twelve school districts that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

Equity, Diversity and Inclusion statement: WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.