Site Coordinator 2020 Position Description

Center for Leadership and Justice (CLJ) is looking to hire Site Coordinators for the Adventures in the City Freedom School summer 2020 program. This seasonal position offers a unique opportunity to attend and participate in an all-expenses paid, national training.

Program Dates: July 6 – August 7
Program Days/ Times: Monday through Friday 7:30 am to 4:30 pm
Location: Location TBD in North Hartford
Required Training Dates: Ella Baker Orientation & Training: March 11- March 15, National Training: May 28 – June 6, Local Training: June 29 – July 3

Job Description
The Site Coordinators work as PAID summer program managers, Monday through Friday, managing Student Leader Interns that work with children in grades K-3. Attendance is required at other program related functions during the summer, such as field trips. The Site Coordinator manages the day to day operations and serves as the supervisor for one CDF Freedom Schools program site. It is recommended that the Site Coordinator has served as a CDF Freedom Schools Servant Leader Intern and should be capable of leading an intergenerational staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities:
- Attend and participate in mandatory national orientation and training at CDF Freedom Schools facility in Knoxville, Tennesse. Sessions are March 11 - March 15, May 28 - June 6, Local Training: June 29 – July 3. All travel and related expenses covered by Center for Leadership and Justice.
- Work in conjunction with Project Director to recruit children for the program.
- Work in conjunction with Project Director to recruit, hire, train and manage staff.
- Maintain the safety of all staff and students at their site.
- Ensure proper implementation of the CDF Freedom Schools program model by managing daily site activities.
- Maintain the safety of all students at the site.
- Serve in a supervisory capacity and the primary contact for the Servant Leader Interns during the June Ella Baker Child Policy Training Institute.
- Work in conjunction with Project Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Work in conjunction with the Project Director or other designee to coordinate
afternoon activities, field trips, family engagement initiatives and volunteer responsibilities.

- Work with Servant Leader Interns to identify and schedule guest readers, and lead Harambee.
- Ensure Servant leader Interns have the necessary books, materials and supplies for daily activities.
- Conduct daily debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.
- Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.
- Input child, parent and staff enrollment data in CDF’s reporting system.
- Maintain regular communication with Project Director.
- Ensure that the CDF Freedom Schools Integrated Reading Curriculum is implemented with fidelity. Report to and work with the Site Coordinators to keep the lines of communication open between parents, staff, and partner organizations.
- Supervise Student Leader Interns and maintain safety of students at all times.
- Successfully close out program by creating inventory for the supplies that are remaining at the close of the program.

**Qualifications:**

Must be between 18 to 30 years of age, completed at least one year of college, and plan to complete college degree. Servant Leader Intern experience at a CDF Freedom Schools site is preferred. Possess strong leadership and management skills. Exhibit positive behavior and attitude; model a mature and professional demeanor. Possess excellent written and verbal skills. Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures

**Compensation:** The position provides a total stipend of $4,000. CLJ pays for travel/lodging expenses related to training.

**How to apply:** Please complete Servant Leader Intern application and return to Center for Leadership and Justice at freedomschool@christianactivities.org or 47 Vine Street Hartford CT.

The Center for Leadership and Justice is an Equal Employment Opportunity employer. Interviews will take place on a rolling basis until positions are filled.

We look forward to receiving your application!