Announcement Date: September 8, 2020

Position Title: 21st Century Community Learning Center Assistant Site Coordinator A

Category: Part-Time

Department: Community Building and Self Sufficiency Programs

Work Location: Herndon, VA

Descriptive Summary
The Assistant Site Coordinator A is responsible for specific areas of program administration and grade level program delivery of the 21st Century Herndon High School Community Learning Center’s Afterschool and Summer Programs. The areas of responsibility include serving as a program liaison and program delivery and will be executed as part of a team composed of both the Herndon High School staff and Cornerstones youth program staff. This is an annually renewable, grant-dependent program with multiple partners and high community visibility. This position is part time 30 hours per week year-round position.

Key Performance Indicators
Youth Services
• Assistant Site Coordinator A: program delivery for 9th and 10th grade pod (afterschool and summer programs).

Outreach and Communication
• Assistant Site Coordinator A: serve as program liaison with program participant caregivers providing effective communication between staff and caregivers regarding student progress and family education opportunities. Serve as program liaison with program volunteers providing effective communication regarding program needs and program procedures.

Professional Development
• Attend annual Youth Development conference as well as any additional trainings deemed by appropriate by Youth Services and Family Engagement Manager or as required by 21st Century Community Learning Center contract.
• Attend weekly 21stCCLC team meeting.

Performance Hours:
• 30 hours per week.
• General (school year and summer): 1pm to 7pm.
• Family Education Events (6 per year): 3pm to 9pm.
• Occasional weekends (4-5 per year): hours based on event.
• Ensures that program areas of responsibility meet or exceed defined program standards and competencies.
• Implements program elements and develops or adjusts program strategies based on professional development education and resources and feedback from program participants, partners, mentors, and the 21st CCLC monitor.

Education
• High School Diploma.

Experience and Skills
• Minimum 2 years of experience working with middle to high school youth.
• Minimum 2 years of experience working in a community center or community-based program setting.
• Experience engaging parents of youth participants.
• Exceptional communication (oral, written, and listening) and organizational skills.
• Experience working collaboratively with colleagues.
• Outstanding interpersonal and public speaking skills and the ability to work enthusiastically and effectively with program participants and external partners.
• Basic understanding of PC multimedia programs and video display systems.
• Experience working with diverse populations (ethnically, culturally, economically, etc.).
• Spanish fluency preferred but not required.

Attitude
• Actively interested in learning about new and evidence-based methods for improving operations.
• Attentive to constraints of time and funds in setting stretch goals.
• Respectful of staff, volunteers, funders and clients.
• Forward thinker, considering not just today but what are the implications for tomorrow.
• Collaborative leader, working with others individually and in teams.

Work Environment
This position is performed in a traditional classroom and or community center environment.

How to Apply:
A cover letter and resume are required. Please send to:
Recruit
Cornerstones
11150 Sunset Hills Rd.
Suite 210