Chicago HOPES for Kids
Site Coordinator Job Description

Department: Programs
Reports to: Program Administrator, Literacy Leaders
Supervises: Site Volunteers (AmeriCorps volunteers and community volunteers)
Commitment: Part Time

Chicago HOPES for Kids provides educational programming for children living in homeless shelters throughout Chicago. It is our mission to provide our learners with the resources and encouragement needed to succeed academically, despite the many challenges of homelessness. We are currently seeking applicants to our Site Coordinator role for the **Fall 2023 Literacy Leaders** program. Interested applicants should send a cover letter and resume to contact@chicagohopesforkids.org.

About the Position:
The Literacy Leaders Site Coordinator position is a unique opportunity for anyone with experience in education, social work or community development looking for a meaningful opportunity to work directly with learners. The Site Coordinator serves as a liaison between Chicago HOPES for Kids and 1-2 community partner sites (two days designated for each site) and is responsible for creating an environment where volunteers and learners can connect and grow. **In response to COVID-19, health and safety precautions are taken to keep all parties as safe as healthy as possible**.

This is a part-time position which requires a time commitment of 8-15 hours per week while the program is in session. Site Coordinators are expected to be on site twice weekly per site, either Mondays/Wednesdays or Tuesdays/Thursdays. The daily program time commitment is a three hour block occurring between 2 pm - 8 pm, depending on the site. The 120-minute program takes place within this block.

Site Coordinators are required to attend training sessions before the start of each program semester (September - December, January - May, June - August), and are also expected to attend regular meetings on Friday mornings.

Compensation: starts at $23/hr with potential for performance based increase over time
Start Date: September 11th 2023
End Date: Fall Semester concludes on December 15th, 2023

We understand that conditions are fluctuating in relation to the ongoing pandemic; expectations and duties related to this position may also adjust accordingly, in communication with the Program Manager.

Proof of COVID-19 vaccination is recommended

Qualifications:

- ❏ Bachelor's or Associate's Degree in education, social work, or related field preferred, or equivalent life or work experience
- ❏ Experience working closely with elementary or middle school-aged children

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- ❏ Experience working with children who have experienced trauma and/or homelessness preferred
- ❏ Experience coordinating programming for children and youth preferred
- ❏ Familiarity with Zoom and Google Suite products (Gmail, Google Classroom, Google Meet, etc.)
- ❏ Bilingual is a plus

Main Responsibilities:
- ❏ Coordinate and facilitate afternoon literacy and enrichment programming for 6th - 9th grade learners at 1-2 designated partner sites, twice weekly per site (Mondays/Wednesdays or Tuesdays/Thursdays)
- ❏ Lead a team of volunteers by delegating tasks, communicating consistently with volunteers and facilitating volunteer connections with learners
- ❏ Promote and model social-emotional learning competencies and positive behavior norms
- ❏ Deliver Literacy Leaders curriculum and collaborate with external enrichment partners
- ❏ Facilitate communication between Chicago HOPES for Kids and partner site staff, parents and other stakeholders
- ❏ Enroll learners and communicate with parents at enrollment about their educational rights under the McKinney Vento Act
- ❏ Facilitate literacy assessments
- ❏ Maintain accurate and consistent documentation of program activity, including daily reports, volunteer attendance and student attendance
- ❏ Distribute and collect forms, surveys, assessments, and other documents as directed by the Program Manager
- ❏ Attend and participate in meetings and workshops as scheduled
- ❏ Uphold safety procedures and adhere to public health guidelines
- ❏ Other duties related to program operations as required (eg distributing donations, organizing site library, conducting inventory)