

Chicago HOPES for Kids

Site Coordinator Job Description



Department: Programs

Reports to: K-5 Program Manager

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 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

Spring 2024 Chicago HOPES for Kids K-5, and 6-9th grade programs. Interested applicants should send a cover letter and resume to contact@chicagohopesforkids.org.

About the Position:

The K-5 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 the shelter site, and is responsible for fostering an environment where 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 12-15 hours per week while program is in session. Site Coordinators are expected to be on site during each program day, Monday-Thursday. The daily program time commitment is a three hour block between 3pm - 8 pm, depending on the site. The 90-minute program takes place within this block.

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

Compensation: starts at \$23/hr with performance based increase after each semester

Start Date: As Soon As Possible

End Date: Spring Semester concludes on May 23rd, 2024

*****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 school-aged children (Kindergarten to 8th Grade)

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- ❑ Experience working with children who have experienced trauma and/or homelessness preferred
- ❑ Experience coordinating programming for children 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 K-5th or 6th-9th learners at a designated shelter (on site, virtual or hybrid depending on site needs)
- ❑ Lead a weekly team meeting to coordinate program plans and activities
- ❑ Lead a team of volunteers by delegating tasks, communicating consistently with volunteers, supporting volunteer appreciation efforts, and facilitating volunteer connections with learners
- ❑ Promote and model positive behavior norms
- ❑ Deliver program curriculum and collaborate with external enrichment partners for the purpose of a safe, enjoyable, and educational experience for all participants
- ❑ Facilitate communication between Chicago HOPES for Kids and shelter staff, parents and other stakeholders
- ❑ Facilitate literacy assessments
- ❑ Maintain consistent documentation of program activity, including daily reports, student reading logs, volunteer and student attendance
- ❑ Distribute and collect enrollment forms, surveys, and other documents as directed by the Program Manager
- ❑ Attend and participate in online Friday morning meetings and workshops
- ❑ 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)

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)