



**Site Coordinator, Extended Day Program
Non-Exempt, Onsite, Full-time
Sausalito & Marin City, CA**

MISSION

The mission of Bridge the Gap (BTG) is to provide comprehensive educational, social, and emotional resources to underserved students in Marin City and Southern Marin.

BTG's vision is that all students achieve their greatest potential with equitable access, opportunities, and choice.

BTG's core values and educational philosophy center around the belief that every child deserves the opportunity to succeed in school and pursue a college education:

- Education is the greatest equalizer in closing opportunity and achievement gaps.
- With thoughtful and intensive support, all students can achieve the bright and successful future of their dreams.
- Instilling an expectation of college completion throughout all levels of our programming is vitally important.
- Personal connection is a powerful force, and we strive to create close ties between students and their schools, teachers, and tutors.
- Collaborating with community partners creates a more significant collective impact for all youth.

POSITION SUMMARY/OVERVIEW

The Site Coordinator will be key in developing and implementing a comprehensive Extended Day Program. The Program includes after-school, vacation programs, and the summer program. The Site Coordinator will be a part of the leadership team that supervises BTG staff in the daily operations of the program. They will be responsible for implementing and overseeing various state and district requirements. The Site Coordinator provides ongoing leadership and support to program staff and monitors classrooms and elements of the extended day program. In coordination with the Program Director, they will represent BTG at community, county, and state training and collaboration meetings.

QUALIFICATIONS

- Bachelor's Degree preferred with early childhood education or related experience
- Bilingual English + Spanish preferred



- Be familiar or be able to become familiar with CCTR and other licensing requirements (training opportunities and technical assistance will be provided as needed)
- Comfortable working with or being trained in G Suite, Salesforce, Slack, Parent Square, texting apps, and other platforms.
- Experience working as part of a diverse staff.
- Experience working with an elementary and middle school student population.
- Experience working with students from diverse backgrounds and needs.
- Experience working with school-age families.

ESSENTIAL FUNCTIONS

Program Logistics

- Help lead the development and management of a balanced program, including physical activities, community building, enrichment activities and academic time.
- Assist in facilitating the work of substitutes to cover staff absences and serve as a substitute during teacher or staff absences when needed.
- Be part of the Leadership Team that conducts staff meetings to discuss program updates, and high-impact next steps.
- Regularly meet with partner schools and programs to discuss updates, collaboration, and implementation.
- Provide day-to-day support to programs and staff.
- Assist in building program systems, monitoring key elements, and implementing needed improvements.

Family Communications

- Work with staff and community organizations to coordinate parent/family training and engagement activities.
- Support the documentation of parent/family engagement, including education, conferences, and electronic correspondence.
- Support the development and implementation of family events throughout the year.

Data Collection, Entry, and Analysis

- Maintain accurate student records and data and up-to-date parent/family contact information.

WORK REQUIREMENTS

You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.



Compensation and Benefits

This position is a full-time, onsite non-exempt position. The compensation is very competitive at \$34-\$36 per hour based on experience. Benefits include medical, dental, a flexible spending account, 403(b) retirement plan, PTO, paid holidays, mobile phone allowance.

Position Schedule

Full-time position. Must be on-site during program hours; some evenings are required. Hours, 10:00 AM-6:00 PM. Start date: asap.

How to Apply

Please submit your resume and cover letter to jobs@btgcollegeprep.org.

Bridge the Gap is an equal-opportunity employer.