



Site Coordinator, Extended Day Program Non-Exempt, Onsite, Full-time

POSITION SUMMARY

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. The Site Coordinator provides ongoing leadership and support to program staff and students.

QUALIFICATIONS

- Bachelor's Degree with coursework in education or human development.
- Comfortable working with G Suite, Salesforce, Slack, Parent Square, texting apps, and other platforms.
- Experience working as part of a diverse staff.
- Experience working with a TK-8 student population.
- Experience working with students from diverse backgrounds and needs.
- Experience partnering with school-age families.

ESSENTIAL FUNCTIONS

Program Logistics

- Lead the development and management of a balanced program, including physical activities, community building, enrichment activities and academic time.
- Provide day-to-day support to staff, to ensure a positive and safe learning environment.
- Model engagement, presence, and positive support with students.
- Plan and lead meaningful staff learning opportunities and meetings.
- Build partnership with school day faculty and staff to align and discuss updates, collaboration, and implementation.
- Assist in building program systems, monitoring key elements, and implementing needed improvements.

Family Communications

- Work with staff and community organizations to coordinate family engagement activities.
- Support the documentation of family engagement.
- Plan and help lead 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.

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: August 2025.

COMPENSATION: \$29-\$35/hour DOE

HOURS: 40 hours per week with benefits

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This job description is not meant to be all-inclusive. This job description is not a written or implied contract.