

Overview

Chinese Culture Connection (“CCC”) promotes intercultural harmony, strengthens diverse communities, and builds bridges between American and Chinese people through interactive educational programs and arts in schools, libraries, museums, and community centers throughout New England. CCC is a volunteer-driven organization with a small staff and a lofty mission.

About this position:

CCC’s Little Dragon Afterschool program at Beebe School is looking for an experienced Site Coordinator to join our team. Must be mature, dependable, energetic, and able to thrive in a fast-paced environment to support children in achieving their potential and build a community in a fun, safe, and respectful environment. Must be available Monday through Friday, 2 PM to 5:30 PM, additionally, be available for seven monthly Tuesday early release days from 11 AM - 5:30 PM during the school year. Full-time may be required during the 6 weeks of the summer program.

The Site Coordinator is responsible for, but not limited to:

- Act as a liaison with a strong rapport among parents, students, teachers, and administrators.
- Maintaining daily staff schedule, take attendance of students, and communicate with parents for daily pickup and sign-outs.
- Manage supplies for after school program, process necessary paperwork, and record teachers’ timesheets.
- Promote program, recruit new students, monitor enrollment, and create student rosters.
- Create monthly marketing newsletters, information corners for parents, students, and teaching team.
- Attend and implement all EEC required trainings.
- Schedule a bi-weekly teacher’s meeting and prepare oral report to the Executive Director (ED).
- Keep timely records of all noteworthy incidents and communicate them with the ED and the parents respectively.
- Work with teachers to prepare for the end of the semester student showcase.
- Proactively follow policies, procedures, and childcare licensing guidelines, making the safety and care of children the primary focus.
- Perform other duties, and special projects, as needed.

Qualifications

- A minimum associate degree, a college degree in early childhood care, child psychology, social-environmental development, or an equivalent of 3-5 years of experience in coordinating after-school programs.
- knowledge and understanding of school-aged children.
- Organized, detail-oriented, a self-starter, and a team player.
- Kind, nurturing and outgoing.
- Reliable, honest, and ethical.
- Experience in working with ethnically and culturally diverse communities.
- Strong communication skills and experience with students, teachers, and parents.
- Strong skills in managing conflicts and demonstrating caring and empathy.
- Working skills in Microsoft Word, Excel and other social media platforms.
- Strong verbal and written skill in English and Mandarin Chinese.

Compensation: \$25 - \$35 per hr. based on experience

To Apply: Send a resume and cover letter to mhung3@chinesecultureconnection.org with the subject line “LD Site Coordinator.” No phone calls please. Position open until filled.

individuals, and women are strongly encouraged to apply.