Site Coordinator -- After School Program

CCC’s Little Dragon Afterschool program is looking for an experienced Site Coordinator to join our team. Must be matured, dependable, energetic, and will 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 6 PM, additionally, for five monthly Friday’s early release days from 12:15 PM - 6:00 PM during the school year. Also, up to 40 hours per week may be needed during the summer program from the last week in June to the third week of August.

Job Description

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

- Interact with students daily, take attendance and manage sign-outs every day;
- Coordinate with Malden Public Schools’ Afterschool Admin team with afterschool and summer camp registration and other logistics;
- Be the primary point of contact for program logistics and act as a liaison for parents, teachers, administrators, students and staff;
- Manage supplies for after school program, and process necessary paperwork;
- Create student rosters, recruit new students for enrollment, process timesheets, and evaluate staff members;
- Create monthly marketing materials -- newsletters, parent boards, info corners for parents, students, teaching team and office staff;
- Attend and implement all EEC required trainings and follow the Malden Public Schools’ protocol;
- Schedule a bi-weekly teacher’s meeting and prepare a bi-weekly oral report to the Executive Director (ED);
- Keep records of all noteworthy incidents and communicate them with the ED;
- Perform other duties, and special projects, as needed.

Qualifications

- Associate degree in Early Childhood Care, or a college degree majoring in child psychology, social-environmental development, or equivalent
- Knowledge/experiences in after school programs or at youth recreational facilities, 2 or more years
- Organized, detail-oriented, a self-starter, and a team player
- Experience in working with ethnically and culturally diverse communities
- Strong communication skill with students, teachers, administrators, and parents
- Energetic, motivated, and outgoing personalities are strongly desired
- Skills in Microsoft Word, Excel, PowerPoint, Publisher, Outlook & other social media platforms.
- Bilingual skills fluent in both verbal and written in English and Mandarin Chinese
- CORI Clearance (background check)

Additional Information

Mailing Address: 109 Mountain Ave., #236, Malden, MA 02148 | Tel: 781.321.6316
Email: info@chinesecultureconnection.org | Website: www.ChineseCultureConnection.org
**Hours:** Monday -- Friday, 25 - 28 hours per week, Part-Time. Attendance at scheduled trainings and meetings is mandatory. Some trainings may take place on the weekends. School holidays and breaks are off from work unless an extra program is scheduled. Availability to work up to 40 hours per week during the summer.

**Compensation:** $20.00 - $28.00 per hr, based on experience

**To Apply:** Please send your Cover Letter and Resume to info@chinesecultureconnection.org. Applications that have not been fully filled out will not be considered.

All your information will be kept confidential according to EEO guidelines. Thank you for applying to CCC!

The Chinese Culture Connection is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socioeconomic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. We welcome diversity.