

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 five monthly Friday’s early release days from 11 AM - 5:30 PM during the school year.

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

- Act as a liaison for parents, students, teachers, and administrators;
- Take attendance of students and communicate with parents for daily pickup and sign-outs;
- Manage supplies for after school program, and process necessary paperwork;
- Create student rosters, recruit new students for enrollment, and process teachers’ timesheets;
- Create monthly marketing newsletters, info 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 records of all noteworthy incidents and communicate them with the ED;
- 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

- Associate degree in Early Childhood Care, or a college degree majoring in child psychology, social-environmental development, or equivalent **of 2-3** years of experiences in coordinating after school programs preferred
- Possess basic knowledge and understanding of school aged children
- Organized, detail-oriented, a self-starter, and a team player
- Must demonstrate honesty and good ethics.
- Experience in working with ethnically and culturally diverse communities
- Strong communications skill and experience with students, teachers, and parents
- Strong skills in managing conflict and demonstrating caring and empathy, motivated, and outgoing personality strongly desired
- Skills in Microsoft Word, Excel, & other social media platforms.
- Bilingual skills fluent in both verbal and written in English and Mandarin Chinese

Compensation: \$20 - \$28 per hr, based on experience

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

CCC is an Equal Opportunity Employer. People of Color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply.