

## **JOB DESCRIPTION**

- 1. Position Title: B-Safe Site Coordinator**
- 2. Responsible to: Site Manager**
- 3. Education Requirements: Bachelor's Degree preferred**
- 4. Position Summaries:** Site Coordinators will be placed at one of two sites associated with the B-Safe program. Site coordinators are responsible for assisting the Site Manager with programming, scheduling, safety and staff supervision. The Site Coordinator will assist in making sure pertinent paperwork, such as attendance and files is up to date and kept in good order. The Site Coordinator assumes the responsibility of a Site Manager in the case of the Site Manager being absent.
- 5. Qualifications**
  - A. Be at least 18 years of age
  - B. Experience working with children is a MUST
  - C. Ability to work outside during the summer in various weather conditions
  - D. Ability to lift up to 50 pounds
  - E. Ability to walk for long periods of time in the heat or other weather conditions
  - F. Ability to work independently
  - G. Ability to multitask and thrive in a fast paced, active environment
  - H. Ability to use and learn Salesforce and Boston After School and Beyond (BASB) database for attendance
  - I. Problem solving skills
  - J. Ability to communicate clearly, effectively, and frequently with other staff.
  - K. Ability to complete required training by the start of camp
  - L. Spanish, Mandarin, Cape Verdean Creole, and/or Haitian Creole language skills helpful.

### **Duties and Responsibilities**

- A. The ability to assist with supervising a professional staff consisting of individuals with varying experience, competency and cultural backgrounds
- B. Attend all meetings as required
- C. Assist in creating additional plans for rain days/Back up plans
- D. Observing groups during rotations
- E. Coaching and redirecting staff when necessary
- F. Communicate with stakeholders effectively and in a timely manner
- G. Communicate effectively with Site Manager regarding any and all issues related to programming
- H. Filing reports as necessary (Incident, injury etc).
- I. Works collaboratively to ensure that all B-Safe Standards are being upheld
- J. Maintains accurate records as well as engages in regular reporting, evaluation, and measurement including daily end of day emails, weekly reports, regular data collection (such as attendance on

Boston After School & Beyond), and other reporting as determined necessary by SSYP (including a cumulative end of summer report)

- K. Attending all field trips and off-site activities
- L. Ensuring the safety of the program site at all times
- M. Instructing staff in an effective and calm manner at all times especially during emergency situations
- N. Follow all program policies and standards
- O. Maintain professionalism at all times
- P. Perform other duties as assigned within the scope of the position