



Youth First Site Coach Job Description

Program Development & Implementation:

- Provide guidance for daily operations at various 21st CCLC sites.
- Provide direction to site coordinators and on-site staff for matters relating to: vendors, program facilitation, program implementation and instruction.
- Provide guidance in creating a system to maintain all Youth First property and equipment and assist with inventory tracking.
- Assist with development and implementation of site specific programming, food service, reporting, coordination and implementation.
- Work with sites to support program goals and objectives and meet annual grant outcome benchmarks within individual program sites.
- Assist with locating vendors to provide programming aligned with activity focus categories.
- Aide in the facilitation of staff meetings with site coordinators.
- Maintain visibility at site.

Leadership and Effective Practice

- Maintain a work style which is open to constructive suggestions.
- Must demonstrate the leadership, initiative and persistence needed to accomplish goals and objectives.
- Aide in the evaluation of programs, practices, policies, personnel, and procedures effectively.
- Represent Youth First in a positive manner.

Coordination & Collaboration:

- Develop connections with community members, organizations and schools to support programming, assist in meeting 21st CCLC grant objectives and outcomes, and ensure on going communication with site coordinators.
- Assist in development and implementation of special projects.
- Serve as a resource to site coordinators for on-site staff development including the scheduling and conducting of required trainings for new and existing on-site staff.
- Gather and disseminate community information which will serve as resources for Youth First programs.

School & Family Coordination

- Help site coordinators in developing working relationships with teaching staff, administrators, and community members to ensure education for participants and facilitate consistent communication regarding the academic progress of participants.

Preferred Qualifications

- Bachelor's degree (B.A) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

To Apply

- Please email resume and cover letter to christine@saginawfoundation.org