



EXTENDED DAY PROGRAM SITE COORDINATOR

Do you have a passion for working with children? Are you looking for a fun and rewarding job?

Westborough Community Education is seeking an energetic, creative, and experienced **SITE COORDINATOR** to be part of our team of educators at our growing Extended Day Program sites!

The **SITE COORDINATOR** is a part-time, school year position, operating Monday through Friday. After school hours are 1:00pm to 6:00pm. Additional hours are available during early release days and vacation, holiday, and professional development days. *AM Group Lead Position (7:00 am - 8:30 am) may be combined.*

Some of the responsibilities include:

- Manage day-to-day operations and administration of an Extended Day Program site
- Design and implement developmentally-appropriate activities that support students' academic, social, and emotional development
- Develop and maintain positive relationships and communications with families and school staff, including building principal, school counselors, classroom teachers, school secretaries, and custodial staff
- Train, supervise, and evaluate Extended Day Program site staff, including Group Leaders and Student Assistants
- Compose and email monthly newsletter to families at the beginning of the month for the current month
- Maintain proper on-site student records, including but not limited to, attendance records, medical information, authorized pick-up lists
- Maintain high standards of health, safety, and cleanliness in all activities
- Responsible for the welfare, health, safety, and whereabouts of every child in the program.
- Provide students with clear and consistent expectations for behavior
- Attend monthly Site Coordinator meetings and required trainings
- Conduct monthly site staff meetings and emergency procedure drills
- Participate in Early Releases and Full Day Programs
- Comply with federal, state, and district regulations and policies as outlined in the WPS Employee Handbook
- Complete ten hours of professional development per year (Community Education pays for PD and time spent)

Qualifications

- Must be at least 21 years old
- Bachelor's degree preferred
- At least two years' experience working with school-age children, preferably in an after school setting
- At least one year experience working with school-age children in a supervisory role, preferably in an after school setting
- Passion and interest in working with children in an academic and recreational setting

Pay starting at \$20.00 / hour. Westborough Community Education offers flexible scheduling, competitive wages, and opportunities for professional growth.

If interested, please submit a resume to Brian Bacon, *Director of Westborough Community Education*, at baconb@westboroughk12.org or complete and submit an online application by going to www.westboroughcommunityed.com/employment-opportunities, click on the "Click Here to Fill Out an Application".

The Westborough Community Education Extended Day Program is a before and after school program for Westborough Public School students in Kindergarten through sixth grade that provides a safe, nurturing, and welcoming environment for students to create and connect outside of school hours.