Promise Neighborhoods After School Program Site Coordinator

We are looking for four passionate volunteers to help lead an innovative after school program into its fourth year. The Site Coordinators for the Promise Neighborhoods After School Program will organize and oversee the day-to-day after school programming at either Fairfield or Malabon Elementary schools. For the 2015-2016 school year, the program occurred on Mondays and Wednesday from 2:30-5pm at Fairfield, and Thursdays from 2-5pm at Malabon.

**Essential Responsibilities/Activities:**

- Ensure safety and fun for students and volunteers
- Be the on-site supervisor for both days of the After School Program at either school (Monday/Wednesday or Tuesday/Thursday)
- Manage logistics for the program days (such as gathering supplies, coordinating volunteers, etc.)
- Meet with the On-site Support Volunteer and fellow Student Leadership team members
- Prepare and lead volunteers’ professional development
- Present during the Service-Learning Program's volunteer training
- Assist in outreach, recruitment and retention each term, including class talks and tabling at events

**Required Qualifications:**

- UO student currently enrolled in classes
- Able to commit to 7-9 hours a week of work for a full academic year
- Experience with elementary age students
- Passionate about educational issues
- Highly organized
- Excellent written and oral communication skills
- Willingness to learn and implement behavioral management techniques specific to the site

**Preferred Qualifications:**

- Volunteer experience with the Promise Neighborhoods After School Program
- Experience in peer leadership

**Benefits:**

- Invaluable leadership experience with additional professional development opportunities
- Extensive networking opportunities
- Opportunity to learn, grow and get out of comfort zones
- Opportunity to earn FHS 409 practicum credit

**Application Process:**

Please submit a résumé as well as a letter of introduction. The letter should be no more than 500 words and address the following questions:

1. Please describe how you are qualified for this position as well as what you can contribute to the After School Program. Please give specific examples of your experience with behavioral management.
2. As a Site Coordinator you will be responsible for supporting and supervising UO student volunteers. Please describe your plan for supporting your volunteers.
3. How does being a Site Coordinator contribute to your personal and professional goals?

Applications are due by 5pm on May 13th and can be submitted to Brenda Garcia at vista@uoregon.edu or in person to HEDCO 370.
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<th>Activities</th>
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<th>Expected Outcomes</th>
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<td>Activity 1: Familiarize yourself with the Promise Neighborhoods and the After School Programs</td>
<td>1. Meet all stakeholders 2. Travel to partner schools 3. Attend a training session</td>
<td>1. For the Site Coordinator to be familiar with the After School Program 2. Begin to develop strong community partnerships</td>
<td>September - October</td>
<td>Deanna Chappell Belcher at UO; Holly Mar Conte &amp; Educational Programs Specialist at United Way; On-Site Support Volunteer; principals Jenny Sink (Fairfield) and Maureen Spence (Malabon)</td>
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<td>Activity 2: Recruit and train student volunteers</td>
<td>1. Visits Service-Learning courses 2. Participate in the Service-Learning volunteer trainings 3. Meet with On-site Support Volunteer</td>
<td>1. Recruit volunteers for the program 2. Increase awareness of program 3. Volunteers will be fully prepared to begin the program</td>
<td>September – June</td>
<td>UO Service-Learning GTFs; On-Site Support Volunteer; Service-Learning Student Leadership Team</td>
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<td>Activity 3: Supervise After School Programs</td>
<td>1. Successful After School Program 2. Continuously developing and improving the Program 3. Volunteer Retention</td>
<td></td>
<td>September – June</td>
<td>Deanna Chappell Belcher and On-Site Support; Principals Jenny Sink (Fairfield) or Maureen Spence (Malabon); Service-Learning Leadership Team</td>
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<td>Activity 4: Evaluate the After School Program</td>
<td>1. Hold volunteer feedback sessions at the end of each term 2. Meet with On-Site Support and fellow site coordinators</td>
<td>1. Continuously developing and improving the program</td>
<td>December – June</td>
<td>Deanna Chappell Belcher and On-Site Support Volunteer; Student Leadership Team</td>
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