**Job Title:**Community Learning Center Coordinator

**Reports To:**        Director of Community Partnerships

**FLSA Status:**      Full time, Exempt

**Prepared Date:**  September 20, 2017

**Site Location:**    South Division High School

**Start Date:** October 2017

**Summary:**

This position is responsible for managing, developing, directing, supervising, and evaluating after-school programs and staff at the Journey House South Division High School Community Learning Center (CLC).  As a Journey House staff member, the CLC Coordinator, in conjunction with the school’s Principal and Academic Coordinator, will implement and facilitate Journey House educational and recreational programs while assuring a safe and comfortable environment where participants can learn and grow.

**Essential Duties and Responsibilities** include the following.  Other duties may be assigned in line with individual’s experiences and qualifications.

1. Plan, design, develop and implement programs for a Community Learning Center in

collaboration with the South Division High School leadership team and Journey House.

1. Manage and supervise CLC staff, meeting regularly to complete program plans and assign staff duties.
2. Carryout the recruitment, screening, training, and orientation of new staff, interns, and volunteers assuring the adherence to all Journey House procedures and policies.
3. Act as the liaison between the partners involved in the CLC and the school, especially

Following the direction and guidance of the school Principal.

1. Ensure a safe, constructive educational and recreational environment for all CLC participants.
2. Be responsible for the collection and completion of all paperwork including: Hiring documentation required by law, background checks, payroll, participant attendance, food/meal reports, incident reports, MPS reports and surveys, and any other documents needed regarding the operation of the CLC.
3. Provide monthly communication to CLC teams, reporting site activity, participation, success, challenges, and budget requests.
4. Provide regular communication with school principal and partners to determine program needs.
5. Meet on a regular basis with the “Best Practices” implementation team (principals, site coordinators, lead agencies).
6. Ensure that accurate up-to-date program participation information is entered into the MPS APlus data system.
7. Provide student data reports to Journey House in upon request.
8. Attend and participate in agency leadership team, all-staff meetings, CLC meetings, CLC South Division High School meetings, and special events for Journey House and South Division High School.
9. Perform other relevant tasks and/or duties as assigned.  Submit all reports and calendars for specified program in a timely manner.
10. Attend and participate in policy forums, committees, community meetings, and public events relevant to the position.
11. Attend and participate in Journey House staff meetings and events.
12. Perform other relevant tasks as assigned

**Supervisory Responsibilities:**

Direct: 5 to 10 part-time instructors including Academic Coordinator, Academic & Recreation Staff, and Data Entry Clerk

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

* BA preferred in urban education, administrative leadership, and/or related field.
* Two years’ experience in a management position in a nonprofit, government, or other relevant corporate setting preferred.
* Strong project management skills.
* Fundraising and grant writing experience.
* Demonstrated ability to develop and lead teams in diverse settings.
* Possess strong leadership and team building skills.
* Proven ability to work with urban youth and parents from diverse cultural backgrounds.
* Excellent oral and written skills; ability to represent the agency and CLC.
* Creative, innovative, flexible, ability to work without direct supervision and with limited resources.
* Proficient in Microsoft Office applications [Word, Excel, PowerPoint], database and Internet.
* Ability to adjust to crisis situations, motivate others, and effective listening skills.
* Must be willing to work afternoon and evening hours, including some weekends.
* Willing to stay current with education, non-profit, and human service fields.

**LICENSES:** Valid Wisconsin Driver’s License and insurance required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is regularly required to talk and hear.  The employee frequently is required to sit.  The employee is occasionally required to use hands to finger, handle, or feel.  Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**Submit Letter on Interest, Resume, and Career History Form by email to:**

**jobs@journeyhouse.org**

**Career History Form can be downloaded from our website:** [**www.journeyhouse.org**](http://www.journeyhouse.org)**.**

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