



## **Site Coordinator Needed**

**Compensation \$19.00 Hourly**

**Employment Type- (Seasonal)**

**Start Date: November 6, 2022 End Date: March 16, 2023**

**Shifts: Monday, Wednesday, Thursday (6pm-8pm)**

### **Site Coordinator**

#### **Job Summary**

**Reports To: Program Director Tasha Fairley, SNR, Neighborhood Leadership Institute**

**Schools as Neighborhood Resources is looking for a Site Coordinator, he/she will be responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned site. Schools as Neighborhood Resources (SNR) job duties consist of managing all program activities, supervise site staff, and develop new activities in collaboration with NLI Office.**

**Promotion and marketing of night program to the community manage registration activities and attendance and supervise all equipment, supplies and materials as related to athletics. Coordinator is responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned**

#### **BACKGROUND**

**Neighborhood Leadership Institute**

#### **Schools As Neighborhood Resources (SNR)**

The Neighborhood Leadership Institute's Schools As Neighborhood Resources (SNR) program makes six schools in the Cleveland Municipal School District available for community use in the evening: Collinwood High School, and the Skyline Campus at Sunbeam, John Adams High School, James Ford Rhodes High School, Artemus Ward and Lincoln-West High School. The SNR sites are open three nights a week from November through March. {Collinwood High School is also open during the summer.) Programming at the sites includes athletic activities

such as basketball, volleyball, swimming, weightlifting, karate, cheerleading, drill team, and aerobics; creative activities such as dance, instrumental music, crafts, and cooking; and educational activities such as tutoring and computer instruction. Program offerings vary from site to site.

The activities are free and open to the public. Participants range in age from elementary school children to senior citizens. More than 3,000 people participated in SNR activities during the 2018-2019 program year.

During program hours, the buildings are also available for a variety of community uses; including youth group meetings, band rehearsals, coaches' association meetings, clubs, singing tryouts, drama productions, candidates' nights, and alumni association meetings, and science fairs.

Through a partnership with the Cleveland Municipal School District and the City of Cleveland, NLI has operated the SNR program since 2003. The program has been in existence for more than a decade, first under the auspices of the Greater Cleveland Roundtable and subsequently under the direction of the Greater Cleveland Neighborhood Centers Association (NCA). NLI inherited the SNR program when NLI was spun off from NCA as an independent organization in 2003. Since its inception, the program has enjoyed steady and stable funding support from the City of Cleveland Recreation Department and the Department of Community Development (through Community Development Block Grant money).

### **Required Qualifications**

- Associates Degree Required
- Administrative/program coordination experience
- Customer Service experience
- Strong interpersonal, communication and conflict resolution skills.
- Must comply with the Basic Safety Series in accordance with the Quality Standards.

### **Knowledge, Skills, and Abilities**

- Proficiency with Microsoft Word and Excel
- Excellent verbal, written communication and customer service skills
- Ability to exercise good judgment and discretion in performance of work
- High level of confidentiality and professionalism
- Sensitivity to respond to the needs of a diverse population
- Excellent planning and organization skills
- Knowledge or comfort navigating school settings, platforms and programs

To apply please submit a cover letter and resume through Indeed by Monday, October 3, 2022

**Serious Inquiries Only!**

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