



**Job Description:** Site Coordinator, 21<sup>st</sup> Century Community Learning Center

**Limited Duration Position** - This is a 40 hour per week, 12-month grant funded position, renewable based on availability of funding

**Compensation:** \$40,000 annual salary; No Benefits Package at this time.

Martin Luther King Community Center is seeking a team member to serve as site coordinator for the 21<sup>st</sup> Century Community Learning Center at James Whitcomb Riley School #43 in IPS. This is a new grant from the Indiana Department of Education, to provide before/after school academic enrichment, youth development programming and parent engagement activities. This program serves children in grades Pre-K through 8<sup>th</sup> grade.

We seek a person with a strong education and youth development background who can interact discreetly and effectively with parents, school staff and administration on issues related to their child's education plan and family success. This position reports to the MLK Center Director of Operations.

#### **Overall Responsibilities**

- Serve as primary point of contact for the MLK Center's 21<sup>st</sup> Century Community Learning Center at School #43 to ensure program meets desired outcomes identified in the grant award
- Oversee daily activities of the Learning Center including supervision of staff, children, partners and volunteers to ensure after school standards are being met including daily activities, child safety and parental engagement
- Coordinate with parents, teachers, school administrators and service providers to establish service plans for students to ensure educational achievement
- Facilitate regular parent and community partner meetings to gauge input and feedback on program activities and outcomes
- Track program data in conjunction with Director of Operations and external grant evaluator
- Assist Director of Operations with grant reporting and claims for reimbursement
- Manage and maintain adequate program supplies and equipment
- Connect parents to community resources and MLK Center services
- Maintain client files and electronic case notes in Efforts to Outcomes system and State Dept of Ed software program, EZ Reports
- Contribute to supportive team atmosphere and shared responsibilities at the Center and School #43
- Other duties as assigned

#### **Requirements**

- Five or more years experience with school age children and experience supervising a small team of youth workers
- Associates or Bachelor's Degree in social services, education, counseling or related field preferred.
- Excellent social/interpersonal skills and writing ability commensurate with the communication reporting requirements of the position
- Strong computer skills including experience with MS Office applications, using the Internet and database management
- General knowledge and understanding of the needs of low-income working parents in the School #43 feeder area



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- Well-organized and self-directed, with ability to manage multiple tasks and priorities with great attention to detail
- Incumbent must have valid driver's license and reliable transportation, as this position requires occasional travel and transportation of children
- Submit to criminal history background check and drug screen
- Commitment to mission of MLK Center, while fostering inclusiveness and the values espoused by Dr. Martin Luther King, Jr.

**Deadline for Application: Monday, January 29, 2018**

Submit resume to [Careers@MLKCenterIndy.org](mailto:Careers@MLKCenterIndy.org)

**No Phone Calls Please**