

Mt. Ararat Community Activity Center Job Announcement

Position: Site Coordinator

Classification: Part-time hourly

Reports to: Youth Director

To apply: Send resume' and cover letter to: MACAC 745 N. Negley Avenue Pittsburgh, PA 15206 or email to jnash@macac-inc.org. No phone calls please.

JOB RESPONSIBILITIES

- Plan and implement program activities and routines that promote program goals
- Recruit students and volunteers for the program
- Coordinate activities of students, volunteers & staff including training, support and supervision
- Obtain & maintain required records & documentation for students, volunteers & staff
- Complete required monthly reports to stakeholders
- Communicate with program stakeholders including but not limited to school personnel , partner agencies, etc.
- Provide direct instruction pertinent to program goals including developing curriculum, writing lesson plans and facilitating instruction
- Communicate with parents regarding their student's progress, activities, incidents, concerns, etc.
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and student development.
- Travel between multiple program sites if needed
- Participate in community partner meetings
- Other duties as assigned

QUALIFICATIONS

- Prefer Bachelor's degree in education, child development, special education, secondary education, or the human services field (or) combination of experience and education will be considered.
- Previous experience working with school age children
- Criminal, Child Abuse, FBI & NSOR clearances
- Two letters of reference
- Valid driver's license
- Physical including negative TB test

COMPENSATION/BENEFITS:

- Salary range: \$14 - \$20 / hour (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)