



BEACON Afterschool Program  
264 South 400 East  
Moab, UT 84532  
<http://www.moabbeacon.net>  
435.259.2767

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### **Moab Charter School Site Coordinator**

The BEACON Moab Charter School (MCS) Site Coordinator is responsible for overall administration and implementation of BEACON Enrichment and Academic Assistance program at MCS. This key leadership role is supervised by the BEACON Program Manager and works to ensure that BEACON Afterschool Program provides high quality programming, meets standards outlined by funding partners, and meets the needs of the Moab Charter School. This position directly supervises and oversees the work of MCS Enrichment Leaders and Tutors, ensures day to day smoothness of the program implementation, and works as part of the BEACON Admin team to best serve the Moab community. *Yearly contract of 1150 hours (approximately 30 hours per week August-mid June) following the school year calendar. \$19,100 per year + benefits. Desired start date in August 2018.*

#### **I. General Program Management**

- Hire Enrichment Leaders and Tutors with assistance from the Program Manager.
- Train, supervise, and build a cohesive team of Enrichment Leaders and Tutors. Work closely with each of them to ensure BEACON is achieving its program goals, mission, and proper lines of communication within the school and program are being kept open.
- Design and implement dynamic afterschool club offerings that include prevention components and evidence based curricula outlined in grant narrative.
- Manage student sign in and tracking of attendance (on and off campus).
- Program registration: prepare registration packets, input student information, coordinate enrollment, coordinate daily and master schedules.
- Ensure all BEACON staff adhere to MCS and BEACON policies and procedures and the program site is in compliance with Utah Department of Health requirements.
  
- Plan, order, and track snacks in accordance with the federal Afterschool Snack Service Program.
- Track information on volunteers and community partners.
- Procure supplies for club leaders. Inventory and organize program supplies.
- Plan, oversee, and record information on emergency drills.
- Coordinate with necessary school/community entities to ensure grant goals and strategies are being met and needed services are being provided.
- Oversee implementation of the BEACON Family Engagement goals for MCS.
- Maintain personnel files for staff including background checks and documenting training hours.
- Work within the designated program budget and track expenses.

#### **II. Program Reporting**

- Be familiar with and educate staff on grant components, expectations and requirements.
- Assist in grant reporting- included but not limited to- comprehensive data collection on students, assimilation of collected data, preparing mid-year and year-end grant reports.
- Track the collection and recording of program fees.
- Administer parent, student, and teacher surveys.
- Complete the Quality Assessment Tool and Plan for Improvement as part of grant requirements

#### **III. Program Communication**

*BEACON: Empowering students to discover their innate ability to succeed.*



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- Work with parents, staff, school director, teachers and community partners to develop, implement, and revise the existing and future academic and enrichment components of the program.
- Work with school community to recruit appropriate program participants.
- Coordinate with Elementary Programs Coordinator to provide diverse, cross-site enrichment opportunities for youth.

#### **IV. Meetings and Trainings**

- Conduct regular MCS BEACON staff meetings.
- Attend and set up regular meetings with BEACON core admin staff and MCS Director.
- Attend relevant MCS and community meetings.
- Help plan and attend Professional Development opportunities (a minimum of completing 20 hours of Professional Development each school year required).

#### **V. Other**

- Submit promotional information for the MCS site to be put on social media, the website, and newsletter blurbs.
- Keep detailed expense & income records.
- Work with Program Manager, Director, and other Site Coordinators to coordinate family, community, and fundraising events.

#### **Skills and Qualifications**

- Strong organization, communication, time management, and problem solving skills. Strength and experience in working as a team and effectively managing a team.
- Previous experience with program management and supervisory role.
- Ability to balance varied job responsibilities while meeting necessary deadlines.
- Dependable and flexible.
- Experience using Microsoft Office and with data input.
- Experience working with elementary-aged students required.
- College degree (preferably in relevant fields) or exemplary experience in this field of work.
- Must pass a BCI background check.
- Commitment and passion to/for creating and growing top quality youth programs.
- Experience with fundraising and event coordination preferred.
- Availability to train in May-mid June preferred but not required.

#### **FOR QUESTIONS AND TO APPLY:**

Send resume and cover letter to Kaitlin Thomas, BEACON Program Manager via email to [thomask@grandschools.org](mailto:thomask@grandschools.org) AND Edith Sage, Program Director [sagee@grandschools.org](mailto:sagee@grandschools.org) . For questions, call 435-259-2767.