



CHESAPEAKE MULTICULTURAL RESOURCE CENTER AFTERSCHOOL SITE COORDINATOR POSITION

The Chesapeake Multicultural Resource Center (ChesMRC) is a 501c3 non-profit organization established in 2012, whose mission is to empower people from different cultures to become successful and engaged members of our community (see www.chesmrc.org). Programs include an afterschool program for elementary students, a resource center and immigration clinic and cultural competency and interpreter programs. Since ChesMRC's inception, more than 7,500 clients have made over 25,000 visits to obtain either direct services or referrals to support their families and navigate a new culture. ChesMRC is looking for someone who wants to make a long-term commitment to growing and enhancing the existing afterschool program. The ChesMRC afterschool program has operated since 2013 and provides enrichment activities for up to 75 children every year. The Afterschool Site Coordinator position has unlimited potential, and it can grow with your passion and experience.

POSITION DESCRIPTION

The ChesMRC afterschool program runs along with the Easton Elementary School term (Sept through May) and serves grades 1-5. Applicant must enjoy working with children and programming meaningful, afterschool activities. This position is part-time with a minimum of 25 hours per week. Typical workdays are Monday-Thursday from 1pm-6pm during the school year.

Position responsibilities include coordination of aspects of the after-school program operations related to facilities, enrichment activities, field trips, guest speakers, student registration, grant reporting and data collection.

This position is a part-time position with benefits, and the candidate **must be local to the Eastern Shore of Maryland**. The salary is commensurate with other non-profits and experience.

SPECIFIC RESPONSIBILITIES:

- Administers the registration process ensuring all registration packets are complete and submitted to an electronic file in a timely manner.
- Maintains parent permissions, participant health records and emergency contact information, in a manner that can be accessed quickly by staff.
- Maintains daily program attendance records and ensures requirements needed to fulfill grants are accomplished. Gathers information to submit for various grant reports.
- Schedules and executes staff development sessions.
- Coordinates student dismissal. Maintains parent sign out log.
- Coordinates provision of supplies/materials for Enrichment Leaders. Maintains supply & equipment inventory. Maintains paperwork related to procurement.
- Provides support to Enrichment Leaders regarding program supplies and facilities usage.
- Communicates with EES and other afterschool activities regarding usage of space.
- Acts as substitute for Enrichment Leader in the event of the leader's absence.
- Develops and maintains good community relations and partnerships.
- Attend all meetings and staff development trainings as directed by the Executive Director.
- Coordinates and plans additional extracurricular activities with local and regional organizations.
- Understands and complies with the ChesMRC Manual of policies and procedures for program activity operation.

REQUIREMENTS:

1. Possess good communications and presentation skills (written and verbal) in English (Spanish also preferred, but not required).
2. Organizational management (experience and familiarity with afterschool programs and non-profits is a plus).
3. Technological literacy (experience or willingness to learn each of the following: Word, Excel, PowerPoint, Google Platform).
4. Must be 21 years of age and high school diploma required. Bachelors or Associates Degree in Education or a related field preferred.
5. Ability to work flexible hours in the late afternoon/early evening. This position is part-time with a minimum of 25 hours per week. Mandatory workdays are Monday-Thursday from September - May with flexible hours from June-August.
6. Enthusiasm in motivating others and being a team player.
7. Must pass both state and federal criminal background check.

TO APPLY:

Send an email resumes@chesmrc.org

The subject line should read: **Afterschool Site Coordinator**

Introduce yourself in the body of the email and attach a single .pdf file. The file name should be your name (**example: FIRSTNAMELASTNAME.pdf**).

This single file should include your resume or c.v (make sure it includes current contact information) and statements addressing how you meet requirements 1 through 7 above. Please be sure to number your statements to match the numbers on the requirements. Thank you for applying!

The deadline for applications is Friday, February 16, 2024.