

1111 SW 10th Avenue, Portland, OR 97205  
Telephone (503) 294-7470: Fax (503) 294-7399, [www.ywca-pdx.org](http://www.ywca-pdx.org)  
Email: Employment @ ywca-pdx.org

## Job Opening Announcement

**POSITION TITLE:** SITE COORDINATOR - TEMPORARY POSITION: 18 HOURS PER WEEK, M-TH, APPROX. 2PM-6M. OCCASIONAL WEEKENDS AND EVENINGS

**REPORTS TO:** LEARNLINKS PROGRAM MANAGER

**STARTING WAGE/SALARY:** DOE

**JOB OPENING DATE:** 08/10/2010

**APPLICATION CLOSURE DATE:** 08/31/2010, Desired start date 09.07.2010

**A YWCA job application form is required, please. Resumes are welcomed but are not accepted in place of the YWCA job application form. Application forms are available at 1111 SW 10<sup>th</sup> Avenue, Portland, OR 97205 or [www.ywca-pdx.org/employment.htm](http://www.ywca-pdx.org/employment.htm) Email: [employment@ywca-pdx.org](mailto:employment@ywca-pdx.org)**

### **PRIMARY RESPONSIBILITIES:**

- Plan and oversee a minimum of one on-site after-school program for students in grades K-12 residing at subsidized housing facilities. Develop a lively, student-centered and exploratory atmosphere that includes: Assisting students in academic subjects, such as reading, writing, math, and other areas. Supervise implementation of academic, enrichment, health, and recreational extra-curricular after school learning experiences for students. Activities to include: homework assistance, learning games, enrichment and creative activities that reinforce learning and social skills.
- Assess each student's needs for academic support. Build cooperative working relationships with parents, school personnel and resident services staff to further the achievement of program goals and objectives.
- Initiate frequent, on-going communication with teachers, school administrators, resident services staff and parents/guardians regarding student progress.
- Ensure student safety by implementing a respectful environment with strong routines and high expectations for student behavior. Work positively and effectively with students in extended learning activities and ensure appropriate use of tools to identify the unsolved problems and lagging skills underlying challenging behavior.
- Work with, support and lend guidance to volunteer tutors and/or enrichment instructors as needed in after-school Homework Clubs. Coordinate volunteer activities to support individual and group learning activities. Facilitate on-going appreciation activities to encourage volunteer motivation and retention.
- Support LearnLinks evaluation plan and program monitoring activities by implementing evaluation tools, surveys and data collection activities as required. Collect program data on students including but not limited to attendance, various demographics, activities/projects performed, youth achievement stories and field trips.
- Coordinate ongoing enrollment and promotional activities in collaboration with on-site staff and school personnel to encourage high attendance and student participation rates. Maintain a maximum number of students and waiting lists for the purpose of allowing maximum participation of students.

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Equal Opportunity Employer that values diversity, and is  
fully committed to employing a diverse workforce.**

### **Secondary Functions**

- Submit all required documentation on a timely basis.
- Contribute to researching, planning and creating curriculum to be used in after-school clubs.
- Provide transportation for clients in YWCA vehicles as need for field trips and other designated activities. Follow protocol for van safety and responsibly report any repairs/needs to the Program Manager immediately.
- As needed, assist with volunteer recruitment, program promotion or other outreach activities as needed and time allows.
- Participate in planned supervisory meetings and paid professional development training.
- Actively monitor self care and employ ongoing stress management techniques.

### **MINIMUM QUALIFICATIONS, Experience and requirements:**

- Bachelor's degree in education, or related human services discipline with a minimum of 2 years related experience. Good knowledge of child development theory.
- Ability to commit to a minimum of one full school year, preference is at least 2.
- Strong facilitation, organizational, and interpersonal skills with proven trouble-shooting, coordination, and multi-tasking capabilities; excellent written and verbal communication skills; experience working with diverse constituents.
- Ability to directly and respectfully communicate needs and concerns to Program Manager and fellow staff.
- High level of professionalism, creativity, energy and enthusiasm.
- Ability to prioritize tasks and appropriately manage stress levels.
- Skill working with community organizations; familiarity with youth enrichment needs and resources; knowledge of public school environment preferred.
- Knowledge of outcome based lesson planning and current best practices in youth development work.
- Experience working with low- income families and children
- Some experience in programming for older students who are disconnected from traditional school or work opportunities.
  - Spanish, Russian or Somali fluency or competency preferred.

Must have access to own reliable transportation

Must have access to a telephone.

Must be able to move up to 25lbs

**Must successfully complete background checks – conviction of a crime may preclude employment.**

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