

Children's Defense Fund Freedom Schools®

Site Coordinator Position Description

Title: Site Coordinator

Year: 2016

Organization:

Nature and Scope

The CDF Freedom Schools® program is an educational and cultural enrichment program. Our program provides summer options for children where there are none and strengthens parent and community involvement in the year-round achievement of children. We serve children ages 5 to 18 for five to eight weeks and integrate reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

Founded in 1995 by the Children's Defense Fund's Black Community Crusade for Children® (BCCC) initiative and today coordinated nationally by the Children's Defense Fund in partnership with well-established and effective local and regional child-serving organizations, the *CDF Freedom Schools* program is a direct service initiative. CDF's Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities. The Project Director position requires training sessions conducted by *CDF Freedom Schools* national staff at the historic CDF Alex Haley Farm in Clinton, Tennessee.

The Site Coordinator should be experienced in working with large groups of children and in partnerships with young adults. He or she must be responsible, energetic, able to think on his or her feet, well-organized, and a strong role model. He or she may have worked in the past as a *CDF Freedom Schools* Servant Leader Intern or in a similar position. The Site Coordinator should have strong leadership skills with empathy for children and their parents. He or she should be familiar with the culture and dynamics of the community, committed to the goals of the *CDF Freedom Schools* program, and able to work collaboratively with all program constituents.

Responsibilities

- Manage the day-to-day activities of the site and ensure Servant Leader Interns have necessary materials and supplies for the classroom and students.
- Provide guidance, support, encouragement, and constructive feedback to Servant Leader Interns.
- Maintain team spirit among site staff and conduct debrief sessions at the end of each day. During the debrief sessions, provide technical assistance and feedback to the Servant Leader Interns on all aspects of their work.
- Design and coordinate parent workshops and other parental involvement initiatives, or assist the parent coordinator or other designee.
- Work with the Project Director to keep the lines of communication open between parents, staff, and Sponsor Organizations.
- Ensure responsible management of Servant Leader Interns employed by his/her local program site while at *CDF Freedom Schools* National Training in June.
- Attend March Orientation and Training from March 10 – 13, 2016 if new to the Site Coordinator position and the June National Training from June 2 – June 9, 2016.

Qualifications

- Must be at least 21 years of age and have completed at least one year of college
- Experience managing large groups of children, college-age young people, and parents
- Solid commitment to children's advocacy and enthusiasm for the *CDF Freedom Schools* program
- Ability to motivate others and work as part of an intergenerational team
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures
- Willingness to strive for excellence in all areas and ability to think critically and analytically
- Exhibit positive behavior and attitude; model a mature and professional demeanor; possess excellent written and verbal skills
- Strong interpersonal skills and commitment to the ethics of good character, humility, and servant leadership
- Current voter registration
- Authorization for background check for criminal and child protective findings