



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Futures After School Program
Job Location:	TBD (Hawkins, Ann, Lafayette, Wilson, Oliver, South, or East Ward Elementary School)
Job Title:	Site Coordinator
Reports to:	Kelly Lopez Title: Assistant Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	Monday-Friday, 3:05 PM - 5:30 PM
	<input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Futures After School Program aims to:

- To provide affordable after school wrap around services for Newark Public Schools students from school dismissal until 5:30 PM, Monday-Friday from January 6, 2020*-May 31, 2020 for students in Pre-Kindergarten and Kindergarten Grades. *- *Date subject to change.*
- To ensure these services are executed well with detailed oversight and supervision by the community organization which includes staffing, student enrollment, supervision and program implementation in collaboration with Newark Public Schools, Office of Expanded Learning Time

ROLES AND RESPONSIBILITIES

- Overall supervision of all Futures staff & all students enrolled in the program
- Attend staff meetings as assigned by ELT Department and/or school leadership
- Open communication with assigned ELT Program Monitor
- Maintains accurate records of attendance, student registrations, nutrition paperwork
- Ensuring program is full to capacity, maintaining a waitlist
- Ensures program meals/snacks are in compliance with CACFP guidelines at all times
- Responsible for recordkeeping in accordance with CACFP guidelines
- Responsible for maintaining and submitting all Nutrition paperwork monthly
- Responsible for ensuring that parents swipe their PFP voucher card every day when arriving to pick up their child
- Responsible for keeping updated the PFP voucher collection spreadsheet
- Must complete all training hours, as per NJ licensing requirements

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must be an employee of Newark Public Schools
- Must have outstanding leadership skills, & the ability to powerfully manage a team of 3 or more
- Must have a Bachelor’s degree or higher

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to hire@ironboundcc.org with the subject line “Futures Coordinator”