



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Summer Plus Program
Job Location:	South St. School & Oliver St. School (Ironbound Newark)
Job Title:	Summer Plus Site Coordinator
Reports to:	Title: Program Manager

Hours:	FLSA Status	Type of position:	Other comments: Temporary Role
	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	Hours: Monday-Friday
	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	10:00 am – 6:00 pm

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 52-year old 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, community development initiatives and family services.

ICC is seeking a full-time Summer Plus Site Coordinator to oversee a 5-week school-based summer program located in the Ironbound area of Newark, NJ. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade 1-8) and their families. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, daily attendance record keeping, maintaining child-care licensing compliance, attending NPS and ICC meetings, preparing program reports including staff evaluations, and coordinating staff trainings.

ROLES AND RESPONSIBILITIES

- Meet all NJ child care program licensing requirements
- Delivery of Summer Plus program goals
- Supervision of classroom staff members and substitutes
- Reporting weekly attendance
- Manage daily program logistics
- Work with the school administration to meet attendance goals
- Coordinate enrichment activities and final day celebration event
- Attend NPS Summer Plus program planning and training meetings
- Ensure Covid safety protocols are implemented by all staff
- Ensure the safety of all children
- Manage daily child drop-off and pick-up
- Other duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- BA required
- Must have managerial or supervisory experience
- Prior experience in an education program or youth development program strongly desired
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Demonstrated effective teamwork skills
- Must have a valid New Jersey Driver's License and own transportation

Core Values

ICC is animated by a core group of values, including: mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community, and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

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. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. 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 SummerPlusHiring@ironboundcc.org with the subject line "Summer Plus Site Coordinator"