



# IRONBOUND COMMUNITY CORPORATION

## Job Description Form

Program Name: 21st CCLC Afterschool Site Coordinator

Job Location: 432 Lafayette Street, Newark, NJ 07105

Job Title: After-School Program Site Coordinator/PARS21 Data Entry Coordinator

Reports to: Title: Director of Youth Services

Hours: FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: 15 hours - PARS21 Data Entry 25 hours - Site Coordinator
--	---	---

### JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups to realize their aspirations and work together 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 daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Ironbound Community Corporation (ICC) is seeking a dedicated and organized Site Coordinator/PARS Data Entry professional to oversee and manage one of our after-school program sites. This role is essential in providing high-quality services to children aged 6-13 and their families, contributing to the overall goals and mission of the ICC and the 21st Century Community Learning Center. The ideal candidate will have a passion for working with children and collaborating with parents/guardians, school representatives, and ICC staff. In addition to supervising daily program operations, the candidate will be responsible for accurately entering program data into the PARS21 database, ensuring compliance and effective program management.

### ROLES AND RESPONSIBILITIES

- Provide daily oversight of the after-school program site and staff.
- Supervise all program staff, including teachers, tutors, enrichment specialists, and independent contractors.
- Develop and strengthen an after-school program with extra-curricular and academic activities, focusing on closing the achievement gap and integrating arts education.
- Create and maintain a schedule for project-based learning, academic, recreational, career development, service learning, and extra-curricular and arts activities.
- Manage program finances, including monthly attendance, food counts, classroom supply budget, and snack planning and purchasing.
- Outreach and recruitment of student participants
- Ensure compliance with all NJ child care program licensing requirements.
- Attend required meetings and assist in submitting reports.
- Coordinate staff training for the after-school program Group and Assistant Group Leaders.
- Conduct program evaluation and performance measurement assessments for the after-school program group and assistant group leaders.
- Prepare monthly program reports with all required documentation by the specified due dates.
- Enter all 21st CCLC program data into the PARS21 database for all after-school program sites.

## JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma required. A bachelor's degree in a related field is preferred.
- Experience in community engagement, volunteer coordination, and program management.
- Strong leadership and supervisory skills.

- Passion for working with children, parents/guardians, school representatives/teachers, and community members.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Must be cleared by all required background checks.
- Knowledge of licensing requirements and compliance for childcare programs is a plus.
- Proficiency in Microsoft Office, Google Suites, and social media platforms.
- Bilingual/Spanish-speaking strongly preferred

### Core Values

ICC is animated by core 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 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** committed to further building and maintaining a staff that reflects our community's full range and diversity. 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. We 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 [FSCHiring@ironboundcc.org](mailto:FSCHiring@ironboundcc.org) with the subject line "Afterschool Site Coordinator."