

NOW HIRING!



After-School Coordinator, Bilingual

Bilingual in Spanish & English (speaking & writing)

Full Time: 40 hours per week; 43 weeks per year

Annual Salary: \$41,143 (Hourly Equivalent of \$23.92 per hour). *Salary will be pro-rated if start working after 8/12/2024.*

Benefits Eligible: Paid Time Off, Earned Sick Time, Holiday Pay, Medical/Dental/Vision insurance, Employer Health Savings Account contribution, Life/AD&D/STD/LTD insurance and retirement plan with employer contribution and match.

Position Summary

The After-School Coordinator (ASC) oversees implementation of the 21st Century Community Learning Centers (21st CCLC) After-School Program in compliance with grant requirements, childcare licensing, school district policies, Michigan Department of Education Out-of-School Time Standards, and Youth Program Quality Assessment Standards. The ASC manages program strategies that support student academic achievement, behavior, and attendance; supervises after-school staff and providers; and ensures alignment between school-day learning objectives and after-school programming. The ASC serves as a primary CIS representative within the school building and collaborates with CIS and school staff to ensure students receive appropriate Tier I and Tier II supports.

Core Responsibilities & Competencies

Leadership & Team Contribution

- Applies knowledge of child and adolescent development to deliver high-quality after-school programming.
- Implements 21st CCLC requirements with fidelity.
- Builds and maintains productive relationships with school leadership, staff, families, and CIS partners.
- Promotes awareness and understanding of CIS within the school community.
- Coaches, supervises, and supports after-school staff to achieve program goals.
- Plan and facilitate academic and enrichment lessons, activities, and experiences for students

Management – Self & Team

- Supervises Youth Development Coaches, Enrichment Providers, Interns, and Volunteers.
- Provides daily direction, performance feedback, and documentation of staff performance.
- Facilitates staff goal setting, performance planning, and professional development.
- Completes all data collection, evaluation, and reporting accurately and on time.
- Works flexible hours, including evenings, weekends, early mornings, and occasional travel.

Communication & Collaboration

- Communicates effectively with school staff, families, students, providers, and CIS colleagues while maintaining confidentiality.
- Provides appropriate feedback to school personnel regarding student services within confidentiality guidelines.
- Collaborates with CIS Site Coordinator, Site Team, and school staff to deliver Tier I and Tier II services.
- Identifies students for targeted Tier II after-school services and supports family enrollment.
- Provides referrals to community resources when school-based services are unavailable.

Productivity

- Oversees attendance, sign-in procedures, and service tracking for staff, providers, and volunteers.
- Develops and sustains effective volunteer systems aligned to student needs.
- Manages purchasing, inventory, supplies, and equipment to support program delivery.
- Coordinates scheduling and use of after-school spaces and facilities.
- Ensures compliance with safety, licensing, emergency procedures, and facility requirements.

Advocacy, Service Orientation & Integrity

- Connects students and families to school and community resources.

- Advocates for equitable outcomes and removal of barriers to student success.
- Serves as a visible CIS representative and promotes the CIS mission and 21st CCLC program.
- Demonstrates professionalism, ethical judgment, confidentiality, and a positive service-oriented approach.
- Plan and facilitate opportunities to enhance parent and family engagement

Continuous Learning

- Maintains current knowledge of child, youth, and family needs.
- Maintains current knowledge of grant and licensing requirements
- Participates in state and/or national professional development to enhance program quality.

Working Environment & Physical Demands

- Frequent movement throughout school buildings and outdoor areas.
- Occasional lifting up to 15-lbs; bending, standing, kneeling, and reaching as needed.
- Ability to read screens, hear conversations, follow instructions, and maintain focus for extended periods.

Requirements

Minimum Requirements:

Education & Experience: Meet Michigan DHHS childcare licensing requirements for a school-age after-school program director. High school diploma or GED. 480 verified hours working with school-age children. 15 clock hours / 1 semester hour / 1.5 CEUs of school-age training.

Age Minimum: At least 18 years of age

Other: Valid driver's license, vehicle, insurance, flexible hours, ability to pass background and driving checks.

Preferred Qualifications:

Education: Meet Michigan DHHS preferred director qualifications (age 21+). Bachelor's degree in a child-related field or equivalent education and experience combination. Teacher certification or MISAYD certification

Experience: Supervisory or management experience

Skill: Strong knowledge of child and family needs

The CIS afterschool program is supported by federal dollars awarded through the Michigan Department of Education, the 21st Century Community Learning Centers. This position was developed under a grant awarded by the Michigan Department of Lifelong, Education, Advancement, and Potential.

Please apply directly to www.ciskalamazoo.org/careers.