

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING AFTER SCHOOL PROGRAM SITE COORDINATOR

Date: November 8, 2023
Closing Date: November 14, 2023

POSITION STATUS: Position start date to be announced and will run through June 7, 2024. Position is Monday – Friday for a total of up to 15 hours per week. Pay is per the 21st Century Grant.

MINIMUM QUALIFICATIONS: Education/Certification: Bachelor's degree from an accredited college or university or college course work in education/youth issues, preferred but not required. Two years' experience with out-of-school program management preferred. Experience with child development or leisure studies preferred. Demonstrated ability to effectively work with others and provide leadership to youth and adults. Strong organizational, communication, leadership, technology, and interpersonal skills. Strong understanding of Trauma Informed Care Practices. CPR and first aid certifications.

JOB RESPONSIBILITIES: VSD After-School Program Site Coordinator are to oversee the planning and supervision of the VSD comprehensive after-school program, which should adhere to the requirements of the program grant and benefit the students. The Site Coordinator works with the program supervisor to manage all aspects of the VSD After School Program and ensure its smooth functioning. Knowledge of principles related to development of youth between 5 and 18 years of age. Knowledge of infusing academic, SEL, STEAM, and leisure activities.

For a complete understanding of the job responsibilities, please refer to the attached job description.

APPLICATION PROCEDURE:

Applicants will submit the following:

- ✓ Completed Application
- ✓ Letter of Interest
- ✓ Current Resume
- ✓ Letters of Recommendation (3)

Application materials submitted to:

Vernonia School District 47J
Barb Carr bcarr@vernoniak12.org
1201 Texas Avenue
Vernonia, OR 97064
Phone (503) 429-5891 Fax (503) 429-7742

Equal Employment Opportunity and treatment is practiced by Vernonia School district regardless of race, color, national origin, religion, gender, age, marital status or disability. These rights are protected by state and federal law and covered by local district policies and practices.