



## Leading Ladies of Legacy Inc. | Site Coordinator | Job Description

Are you an enthusiastic and skilled classroom instructor who is passionate about helping youth? Leading Ladies of Legacy is recruiting for the 2017-2018 school year and we'd like YOU to join our program team!

Site Coordinator Job Description: School site coordinators will oversee the Leading Ladies of Legacy Girls Mentoring Program delivery at a designated school partner site. The primary function of this position is to facilitate effective program delivery by providing on-site supervision of program delivery logistics while also acting as a critical communication and leadership liaison between workshop facilitators, LLL's Executive Director, and school staff.

### Primary Responsibilities:

- Be onsite for all classroom workshops a year (ranging from 10-26 depending on your site)
- Attend all required Leading Ladies of Legacy training meetings (several throughout the school year)
- Manage a team of 2-8 facilitators, this includes executing room assignment schedules, monitoring and encouraging feedback from facilitators about program delivery and effectiveness, holding facilitators accountable for student attendance records and completed surveys as well as each facilitator's personal promptness, attendance, and performance as an instructor
- Act in an instructional capacity at times, including assisting with lesson delivery while workshops are taking place and acting as a substitute facilitator when a member of the team calls in sick
- Lead program set up and clean efforts, making sure laptops and LCD projectors are ready for the lesson, materials are distributed to facilitators, and appropriate materials (attendance and surveys) are collected when necessary
- Act as a competent representative of Leading Ladies of Legacy operating with a friendly and flexible, yet objective-oriented manner while onsite, building relationships with classrooms teachers and school staff, demonstrating a commitment to quality of programs, and ability to function efficiently and effectively within the school environment
- maintain consistent communication with the Executive Director about Champions, program quality and general operations

### Experience Requirements:

- must have experience leading a team (preferably of educators)
- must have experience managing onsite operations of a program (preferably education and/or youth focused)
- must have experience with classroom or workshop instruction (with similar age students, a formal teaching background is a plus)
- must have completed or be currently enrolled in postsecondary education
- have a familiarity with the metro Atlanta area, schools, and students

### Desired Personal Qualities:

- capable of creatively problem solving under pressure
- ability to be caring and supportive leader while maintaining high expectations
- ability to interact professionally and effectively with school leaders and staff
- capable of being extremely organized
- passionate about helping youth, especially those who are disengaged, understand the connection between education and a better life

Wage: \$15/hour

Part-Time

Number of Positions Open: 5



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### **Application Instructions:**

Please send your resume and a sample lesson plan (on a topic of your choice, tailored for a small group of elementary school aged students) to [rcoley@leadingladiesoflegacy.org](mailto:rcoley@leadingladiesoflegacy.org). The deadline to apply is July 30<sup>th</sup> 2017