Mt. Ararat Community Activity Center
Job Announcement

Position: Site Coordinator
Classification: Part-time hourly
Reports to: Youth Director
To apply: Send resume’ and cover letter to: MACAC  745 N. Negley Avenue Pittsburgh, PA 15206 or email to jnash@macac-inc.org. No phone calls please.

JOB RESPONSIBILITIES
• Plan and implement program activities and routines that promote program goals
• Recruit students and volunteers for the program
• Coordinate activities of students, volunteers & staff including training, support and supervision
• Obtain & maintain required records & documentation for students, volunteers & staff
• Complete required monthly reports to stakeholders
• Communicate with program stakeholders including but not limited to school personnel, partner agencies, etc.
• Provide direct instruction pertinent to program goals including developing curriculum, writing lesson plans and facilitating instruction
• Communicate with parents regarding their student’s progress, activities, incidents, concerns, etc.
• Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and student development.
• Travel between multiple program sites if needed
• Participate in community partner meetings
• Other duties as assigned

QUALIFICATIONS
• Prefer Bachelor’s degree in education, child development, special education, secondary education, or the human services field (or) combination of experience and education will be considered.
• Previous experience working with school age children
• Criminal, Child Abuse, FBI & NSOR clearances
• Two letters of reference
• Valid driver’s license
• Physical including negative TB test

COMPENSATION/BENEFITS:
• Salary range: $14 - $20 / hour (Based on education and experience)
• Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)