## JOB DESCRIPTION

**Position Title:** PHS Site Coordinator  
**ASSET’s Pioneer Opportunity Program (POP)**  
**Position Type:** Full-Time, Non-Exempt  
**Reports To:** Director of Youth Programs / ASSETs  
**Pay:** $17 per hour + benefits  
Temporary assignment to last a minimum of 6 months. Renewal contingent upon available grant funding and performance

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**ASSETs (After School Safety and Enrichment for Teens)** program partners with schools and communities to provide academic support and safe, constructive alternatives for high school students. More than just an after school program, Woodland ASSETs team creates genuine connections with high school youth and families and provides unique opportunities for the development of life and leadership skills. We also provide family literacy services to the parents of our high school students.

The Site Coordinator is responsible for providing leadership, coordination and implementation of the Pioneer Opportunity Program at Pioneer High School. This position will provide supervision, operations management, development and implementation of programs for high school aged youth. In addition, the position will build and maintain strong and productive relationships with and among youth, school faculty, families, partner organizations and members of the school community.

### Position Responsibilities

- **Quality Programming:** Develop and deliver after school programming focused on youth development, including the social, emotional, career, and academic needs of students. Coordinate field trips and special events, including parent nights. Utilize data to inform and improve programs and services.

- **Site Management:** Identify and support site specific needs including, but not limited to: implementing the recruitment, registration, and placement of students into the program; coordinating the bi-weekly snack/drink order, pick up, and distribution; updating and maintaining calendars for all after school activities, summer programs, and PHS events; and publicizing programs via email, social media, and other appropriate marketing means. Collect, maintain, and organize attendance data and other program data and records related to student target enrollment for evaluation/audit purposes. Monitor student enrollment and develop waiting list for student placement. Communicate regularly with external evaluators.

- **Staff Management:** Assist in the development of a site team, including paid and volunteer employees, to ensure the overall success of students. Manage team members, including the PHS Youth & Engagement Specialist, Knights Landing Youth Engagement Specialist, Student Volunteers, and T.A.’s. Assist Youth & Engagement Specialist in the planning and implementation of youth and parent engagement programming. Recruit, train, audit, and evaluate advisors for the PHS ASSETs program.

- **Student Success Planning and Monitoring:** Monitor student participants’ course grades, GPA, and academic progress. Coordinate interventions as needed and co-develop plans with students for improving academic achievement and success. Support student participants in exploring higher
education options and navigating the application and transition process. Attend professional development as necessary.

- **School, Family, and Community Partnerships**: Develop and strengthen partnerships with school leadership, community partners, and other key stakeholders. Maintain strong communication with Advisors, PHS Principal, Vice Principal, Learning Center Program Manager, and school staff via email, phone, and in-person. Collaborate with stakeholders to enhance after school programming. Assist with Empower Yolo/ASSETs community outreach and refer families for services as needed. Attend Empower Yolo, PHS staff/department meetings as necessary, or other meetings as assigned.

  - **Other Projects as assigned.**

**Minimum Qualifications**

- Bachelor’s Degree in education, human services, cultural studies, human development, or related field.
- Valid driver’s license and proof of automobile insurance.
- Strong computer skills: Mac literate. Fluency in Microsoft Office suite (including Excel, Outlook, PowerPoint and Word).
- Knowledge of social media for marketing purposes.
- Experience creating and conducting trainings and delivering presentations for a variety of audiences.
- Successful completion of background clearance check.
- Written and verbal proficiency in Spanish strongly preferred.

**Knowledge and Abilities**

- Knowledge, understanding, and application of youth development principles, including the Search Institute’s 40 Developmental Assets.
- Ability to plan, implement, organize, and coordinate all program components. Be able to meet program deadlines and paperwork requirements.
- Experience/knowledge of grants preferred.
- Ability to interact effectively and seamlessly with youth and adults alike.
- Excellent organization and planning skills (for internal and external activities).
- Ability to use a variety of media to create materials for outreach, trainings, and presentations.
- Interest and experience in public speaking and writing for a variety of audiences.
- Basic understanding of program components and development of innovative programs to motivate students to attend and achieve.
- Demonstrated ability to work with diverse groups in a multicultural setting.
- Demonstrated relationship building, networking, and follow-up skills.
Mission Statement:
Empower Yolo’s mission is to promote safe, healthy, and resilient communities.

Empower Yolo’s purpose is to provide:
(a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
(b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
(c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo’s clients and honors their cultural practices and traditions.

Application Process
Please submit a cover letter, current resume, and three references to:
Fabian Iglesias
Email: fabian@empoweryolo.org

Application deadline: Open until filled

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.