Visitacion Valley Elementary School Site Coordinator

Overview:

Real Options for City Kids (R.O.C.K.) is an award-winning nonprofit providing hope for children and youth in San Francisco's Visitacion Valley. Our mission is to nurture the healthy development of children by listening attentively to their needs and providing opportunities to those who might not otherwise have access to a range of positive programs. At R.O.C.K., we serve more than 600 children (ages 6- 17) with a framework that develops strong social and emotional skills, develops strong academic behaviors and broadens horizons. Our programs span the entire year and take place during the school day, after school, on weekends, and throughout the summer. We provide sports/fitness activities, academic support, learning enrichment, community service, outdoor adventures and leadership training. Please visit: www.rocksf.org for more information.

Job Title: Visitacion Valley Elementary School Site Coordinator

Description: For school year 2020-2021 we are excited to be expanding our partnership with Visitacion Valley Elementary School (VVES), including launching our in-school and after-school program for the first time at this school! With support from our Director of Programs and Site Director, this is a fantastic opportunity for an enthusiastic and caring youth development professional who desires to manage our after-school programs. The Site Coordinator has overall responsibility for the implementation and enhancement of R.O.C.K.'s programs, as well as the creation of new programs. This person will report to the Visitacion Valley Elementary School Site Director.

Primary Responsibilities:

The Site Coordinator serves as the implementation lead for all after school programs at VVES, ensuring that programs are meeting student and family needs, that staff are executing programs to R.O.C.K. standards, and that program offerings align with the school's vision.

- Coordination and implementation of the weekday After School Program, which includes homework assistance, recreation, and learning enrichment with an emphasis on Social and Emotional Learning.
- Co-plan and cross promote other R.O.C.K. programs, such as Saturday Skill Drills.
- Oversee the elementary school summer program.
- Work with the Site Director to create and track goals, objectives, and action plans that coincide with organizational goals.
- Recruit, train and manage line-staff of approximately 11 line-staff employees (mostly part-time).
- Promote and publicize after-school program to current and new participants.
- Understand and maintain compliance in regards to policies from Department of Children, Youth and Families, San Francisco Unified School District (SFUSD), R.O.C.K. and other relevant entities

- Maintain an Average Daily Attendance goal as set by the Director of Programs.
- Communicate regularly with participants and their families.
- Partner with the school site administration to co-plan school wide programs and events.
- Carry out administrative duties including but not limited to data reporting, attendance, and timesheet tracking and approvals.
- Secure all necessary supplies, information, and registration materials for programs.
- Under the supervision of the Site Director, manage a budget.
- Attend in-school meetings, such as SAP, to better partner and collaborate with the school.
- Maintain partnerships with various resources including local schools, nonprofits, community groups, businesses, etc.
- Train and manage interns and program volunteers (as needed).

Qualifications:

- Passion for working with urban youth of color, many of whom are low income and have experienced trauma.
- Experience working with school age children .
- Knowledgeable trauma informed practices, restorative practices, youth development and social emotional learning.
- 1-3 years of staff supervision experience.
- Management experience in a nonprofit setting.
- Previous Program Coordination experience preferred.
- Experience with budget management.
- Organized, detail-oriented, caring, takes initiative, and is driven to meet our children's needs.
- Bachelor's degree or equivalent experience.
- Exceptional written, verbal, and organizational skills.
- **Bilingual in Cantonese strongly preferred** (many families at VVES are Cantonese speaking).
- Must have a valid CA driver's license with a clean driving record.
- Must provide proof of a negative TB test within the past four years.
- Candidates must go through a background check after a conditional offer is made.
- Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Details:

This position is full-time beginning in July 2020. Salary is determined based on experience. Benefits include fully paid health and dental insurance, 401(k) matching, a generous vacation and sick package, and 17 paid holidays per year.

R.O.C.K. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national

origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

How to Apply:

1. Check out www.rocksf.org to make sure R.O.C.K. is a good fit.
2. Send an email to jobs@rocksf.org with "VVES Site Coordinator" in the SUBJECT line and attach the following:
    a. Resume
    b. Cover letter (please no more than one page, single spaced), including the following information:
        i. What drew you to R.O.C.K., and to this position specifically?
        ii. R.O.C.K. has four virtues (see below) that are the cornerstones of the program; Love, Courage, Self-Control, and Respect. Of those virtues, which is your favorite and why?
        iii. What is one word that describes you and why?
    c. Contact information for 3 references.
    d. Your salary Requirements.

R.O.C.K. Virtues:

R.O.C.K. promotes virtues that help to provide a sense of values for children to live by as follows:

- RESPECT – Respect is valuing other points of views, being compassionate, and accepting people as they are.
- COURAGE - Courage is not the quality that enables one to meet danger without fear, it is being able to meet danger in spite of one's fears.
- SELF-CONTROL - Self-control isn't limited to the control of one's temper, but control of one's self in all things: eating, playing, and even working and talking.
- LOVE - There are many kinds of love, love for family, love of home, love of others, love of God, love of country. Many kinds of love make for a full life