



Position Description

Position: Site Coordinator, DC CDF Freedom Schools

Reports to: Local Program Supervisor, Project Director

Supervision: DC After School and Summer Programs

Collaborate: N/A

Liase: DC CDF Freedom Schools

Organization Overview

The Children's Defense Fund (CDF) envisions a nation where marginalized children flourish, leaders prioritize their well-being and communities wield the power to ensure they thrive. CDF's Leave No Child Behind® mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities.

We serve and advocate for the largest, most diverse generation in America: the 74 million children and youth under the age of 18 and 30 million young adults under the age of 25, with particular attention to those living in poverty and communities of color. CDF partners with policymakers, aligned organizations and funders in this service. The Children's Defense Fund is the only national, multi-issue advocacy organization working at the intersection of child wellbeing and racial justice by wielding the moral authority of programmatic proximity and community organizing to inform public policy. For more information visit www.childrensdefense.org.

Position Summary

The *CDF Freedom Schools* program is an educational and cultural enrichment program. The program provides summer and after school options for children where there are none and strengthens parent and community involvement in the year-round achievement of children. Programming is provided to children in grades K – 12th and integrates reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

The Site Coordinator manages the day-to-day operations and serves as the supervisor for one CDF Freedom Schools program site. The Site Coordinator will improve site management between CDF Freedom Schools, the school, program staff, and the students' families. The ideal candidate is committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community. This is a part-time position requiring a flexible schedule (approximately 14 hours per week).

Responsibilities

Program Operations and Management

- Serve in a supervisory capacity for the Servant Leader Interns, reporting to the Project Director.

- Work in conjunction with site leadership to recruit, hire, train and manage staff.
- Attend all required trainings and ensure all program staff attends required trainings.
- Work with site leadership to plan and facilitate local pre and post trainings before and after the Ella Baker Child Policy Training Institute National Training.
- Maintain the safety of all staff and scholars, which includes but is not limited to the following:
 - Secure staff background checks and clearances.
 - Guarantee onsite safety procedures and protocols are in compliance with The Centers for Disease Control and Prevention guidelines.
 - Communicate and confirm that all staff, scholars, and parents understand site guidelines.
- Work with site staff to plan and implement all program components with fidelity.
- Work in conjunction with site leadership to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Ensure Servant leader Interns have the necessary books, materials, and supplies for daily activities through the scheduled collection and review of lesson plans.
- Conduct daily debrief sessions to provide technical support and feedback for site staff to maintain site cohesion.
- Maintain regular communication and timely correspondence with emails and requests with the *CDF Freedom Schools* national staff.

Student and Family Recruitment

- Work with site leadership to recruit children and families that are our most vulnerable populations.
- Assist with home visits for identified students
- Reinforce maximum student attendance
- Contact parents regarding attendance, upcoming events, volunteer opportunities, etc.

Curriculum

- Design structured activities and curricular needs for enrolled students.
- Confirm curriculum and enrichment activities align with DC Office of State Superintendent of Education educational standards, 21st Century and Learn 24 goals and objectives, and all other grant requirements.
- Evaluate Servant Leader Intern and Teacher implementation of curriculum and enrichment activities.
- Facilitate ongoing training and planning sessions with teachers, servant leader interns, and staff as needed.

Data, Evaluation, and Reports

- Input child, parent, and staff enrollment data in CDF's reporting system.
- Submit all required documents, data reports, and evaluations to CDF by the required deadline.
- Monitor and document student evaluation data
- Provide documentation to the project manager, independent evaluator, and the Children's Defense Fund Freedom Schools Director of Education Research and Analysis.

Qualifications

- Must be at least 21 years of age and have completed at least one year of college
- Experience managing large groups of children, college-aged young people, and parents

- Solid commitment to children’s advocacy and enthusiasm for the *CDF Freedom Schools* program.
- Ability to motivate others and work as part of an intergenerational team
- Strong appreciation and understanding of individual cultural history and the willingness to be open
- Willingness to strive for excellence in all areas and ability to think critically and analytically
- Exhibit behavior and positive attitude; model a mature and professional demeanor; excellent written and verbal skills
- Strong interpersonal skills and commitment to the ethics of character, humility, and servant leadership
- Authorization for background check for criminal and child protective findings

Competencies

- Proficient in Microsoft Office and data management systems.
- Strong written and verbal communication skills including precise proofreading.
- Capable of working under tight deadlines while maintaining a courteous and supportive demeanor with a range of stakeholders.
- Proficient in youth development, critical race theory, and culturally responsive pedagogy
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Attention to detail and problem-solving skills
- An abundance of common sense and good judgment

Personal Characteristics

- Orientation to and background of servant leadership
- Passion for CDF’s mission and purpose and ability to communicate this passion to others
- Ability to serve as an advocate and exemplar for the vision, values, and mission of the Children’s Defense Fund
- A desire to grow professionally and quickly gain new understanding and learn new skills
- Demonstrated strong relational skills

Type of work environment associated with the job

- indoor, school, program site and office setting (example)

To apply, please visit <https://www.childrensdefense.org/programs/cdf-freedom-schools-dc/>

The Children’s Defense Fund is an Equal Opportunity Employer