# Job Posting Announcement

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| **Date:** | **11/02/2026** |
| **Program:** | **Education Center** |
| **Job Title:** | **Site Coordinator** |
| **Location:** | **Grainger County** |
| **FLSA Status:** | **Non-Exempt, Full-Time; 37.5 hours per week** |
| **Salary Grade:** | **12-11. A ($15.57-$18.91 per hour)** |
| **Reports to:** | **Program Director** |

**POSITION SUMMARY:** The role of the Site Coordinator is to plan, promote and provide various activities in an afterschool program environment that promote academic excellence, physical activity, healthy eating, positive personal development, as well as engage and support elementary aged children and their families in the community.

**DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

- Responsible for the overall on-site management of the after-school program and compliance with state and federal 21st CCLC/LEAP guidelines
- Provides supervision/management of daily activities.
- Lead and train Tutors and volunteers.
- Plans programming based on evaluation results.
- Prepares sites for program start-up each year.
- Plan and conduct activities with Tutor assistance to ensure performance goals are met.
- Ensure that schools have participating students flagged in the Student Information System.
- Meet with school teachers/principals and hold a School Planning Team every six weeks to review progress and improve activities to meet performance goals.
- Plan and implement/coordinate Family Engagement activities, including monthly Coffee and Conversation events.
- With the Project Director, plan and implement outreach/recruitment, student/family selection and enrollment, and student/family orientations.
- Ensure that emergency contacts and medical information are updated and on file.
- Ensure that children's daily arrivals and departures are supervised, and that the transportation plan is implemented properly, including the names of adults approved to pick up each child.
- Maintain enrollment data and records.
- Work with Program Director to ensure Tutors are working correct hours and time is recorded accurately.
- Requisition supplies and materials to support activities.
- Report achievement and disciplinary data for each student to the schools' administration.
- Resolve conflicts with students, parents, and staff members.
- Maintain current certification in first aid/adult CPR from a certifying organization recognized by the Department of Education
- Ensure that Tutors are trained in implementing the Project's written safety and emergency procedures, first aid, and CPR.
- Implement and document regular safety drills, including fire, tornado, and lockdown.
- Ensure that sites meet all state and federal mandated requirements including maintaining full enrollment and student's reaching required amount of time in the program.
- Ensure that program spaces are clean, sanitary, and safe.
- Ensure participant data is accurate in the student management system.
- Ensure monthly meetings of student and parent committees.
- Perform all other duties as assigned.

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**OTHER RESPONSIBILITIES:**

- Must complete First Aid and CPR training and keep updated.
- Travel within the service area and to meetings is required.
- Must have valid Tennessee driver's license and proof of liability insurance on vehicle.
- Complies with all rules, policies, and procedures of the Agency.
- Maintains confidentiality of client and Agency information.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.
- This job may change at any time for any or no reason.

**SUPERVISORY RESPONSIBILITIES:** The Site Coordinator supervises the Certified Tutors and/or Tutors at the afterschool program site where assigned.
**WORK SITE:** Assigned Grainger County Schools

**ROLE QUALIFICATIONS:**

**Education and Experience Requirements:**

Bachelors degree., Education with Tennessee Teacher Certification is preferred; or Associates degree and experience in related field. At least 3 years of experience implementing or supervising positive youth development programs for children or youth.

**OTHER KNOWLEDGE, SKILLS, & ABILITIES:**

- Proficient with Microsoft Office Suite (Word, Excel, Outlook), or related software.
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.
- Should have appropriate knowledge and sensitivity to low-income participants and in outreach and recruitment of that group.
- Ability to work effectively with principals, teachers, program staff, volunteers, parents, and students.
- Possess excellent verbal and written communication skills
- Must be self-directed with the ability to work independently.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment involves lifting, bending, twisting, temperature changes, and sitting. May occasionally lift supplies, operating office equipment.
- The physical environment requires the employee to work primarily inside, in temperature-controlled conditions. Some noise and interruptions are present.
- May also be outside with students

**EQUAL OPPORTUNITY EMPLOYER**
**Application Deadline:** Applications accepted until the position is filled.

**To Apply:** Send resume to Human Resources email: jobs@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.