

NORTHEAST FAMILY CENTER

JOB DESCRIPTION

Position Title: Site Supervisor - Brownell Community Learning Center

NFC Supervisor: Executive Director

Classifications:

<u> X </u>	Exempt (Paid on the basis of a salary.)	<u> X </u>	Full-Time
<u> </u>	Non-Exempt (Paid on an hourly basis.)	<u> </u>	Part-Time
		<u> </u>	Seasonal

General Description:

Community Learning Centers (CLCs) are partnerships which provide opportunities and support services that lead to improved student learning and development, stronger families and healthier neighborhoods. CLC site supervisors are full time, salaried exempt positions employed by community based organizations (CBOs) and housed in the local public school. Hours may vary, with some evening and weekends. Site supervisors function as neutral facilitators in the provision of services for students, families and residents of the local school neighborhood by a wide array of community organizations and agencies.

Minimum Requirements:

- Must possess strong organization, communication and leadership skills.
- Knowledge of building community partnerships and youth and family development.
- Proven skills in leadership, group facilitations, marketing, coordinating, communication, advocacy, budgeting and data collection.
- Must be able to work in a positive and professional manner with NFC staff, participants and the general public.
- Must meet all state requirements for a licensed childcare director including current CPR and First Aid certifications.
- Bachelor's degree.
- Experience in a supervisory role strongly preferred.

Job Specifications:

- Serve as an advocate for youth, families and neighborhood residents.
- Develop relationships and partnerships with CBOs, Lincoln Public Schools (LPS) personnel and neighborhood residents that support the goals of CLCs.
- Assist in the development of the CLC annual plan.
- Work cooperatively with school administration, CBOs and neighborhood representatives in the development and oversight of the annual site budget.
- Responsible for the implementation of direct service.
- Frequent planning involving one service site.
- Responsible for required data collection for evaluation.
- Act as representative of CLC initiative at school and community functions.
- Develop integrated advocacy, planning and promotional activities.

- Work to develop the School Neighborhood Advisory Committee.
- Recommend CLC policy and procedures for operations manual.
- Recommend and oversee contracts developed for CLC.
- Complete necessary reports and maintain statistical records.
- Review and analyze monthly financial reports.
- Initiate expenditures in accordance with policy and procedures.
- Plan, schedule and direct daily routines, activities and operations of CLC.
- Identify and seek to make available programs and services that meet the mission and goals of the CLC.
- Maintain community service resource information to promote available opportunities.
- Develop and maintain public relations strategies that increase the awareness and utilization of the CLC activities.
- Implement continuous quality improvement process and strategies into CLC.
- Recruit, orient, supervise and evaluate performance of CLC staff and volunteers.
- Provide leadership, support and growth opportunities for CLC staff, volunteers and other providers who may interact with CLC activities.
- Conduct monthly site meetings to review goals, progress and other CLC activities.
- Assume any other duties related to the program as assigned by the Assistant or Executive Director.

Employee Signature and Date:

"I have read and understand this job description."

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date