



**Job Title:** Site Coordinator

**Status:** Seasonal - Full time (40 hrs week)

**Summary:**

Site Coordinator will be responsible for placing youth at Rosedale businesses for a first summer job and supporting youth and businesses throughout the program. Our Summer Youth Employment Program allows area students to gain job exposure and experience that will help with school, work and college. Past positions have included manufacturing, office work, early childhood development, gardening, catering and customer relations.

**Primary Responsibilities:**

- Provide guidance, support, encouragement, and constructive feedback to youth
- Maintain team spirit among youth to motivate them through difficulties of working
- Host two parent meetings for information and progress.
- Perform regular site visits and execute questionnaires for youth and businesses
- Maintain records and data entry- attendance, onboarding materials, student and family documents.
- Communicate directly with the Program Director and keep the lines of communication open between youth and businesses.
- Attend and lead youth orientation.
- Manage Lunch and Learn guest calendar and thank you cards.
- Other duties as assigned by the Program Director

**Qualifications**

- Experience managing large groups of children and/or working with teens.
- Commitment to job readiness and enthusiasm for basic business practices.
- Motivated self-starter who looks for ways to contribute to the organization's mission and its ability to assist with whatever needs to be done.
- Hard working, flexible and responsible.
- Possess excellent communication skills, oral, written and listening.
- Able to work independently and in a team as the situation requires.
- Strong problem-solving skills; ability to think critically and analytically.
- Effective team building, negotiations, mediation and conflict resolution skills.
- Must pass a background check.
- Good computer literacy skills

**Education & Experience:**

Supervisory or management experience preferred. Fluency in Spanish preferred.

**Hours and Compensation:** The seasonal position with fluctuating hours. Approximately 10 hours a week between 4/24 -5/31. Approximately 40 hours a week between 6/1- 7/31. Compensation will be \$18 an hour.

Send resume & cover letter to Program Director, Samanthe Burton-Bosket at [samanthe@rosedale.org](mailto:samanthe@rosedale.org)

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