

# Freedom School Program – Site Coordinator

The Children's Defense Fund Freedom School program is an educational and cultural enrichment program. Our program provides summer options for 100 -K through 3<sup>rd</sup> graders , 50 rising 7th and 8th graders, and 50 rising 9<sup>th</sup> graders in the Forrest City School District for six weeks through integrated reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural and historical awareness.

## Responsibilities:

- Manage the day-to day activities of the site and ensure servant leader interns have necessary materials and supplies for the classroom and students
- Provide guidance, support, encouragement, and constructive feedback to servant leader interns
- Maintain team spirit amount site staff and conduct debrief sessions at the end of each day.
- Design and coordinate parent workshops and other parental involvement initiatives.
- Ensure responsible management of servant leader interns employed by the site while at the Freedom Schools National Training in June.
- Attend March Orientation and Training from March 14<sup>th</sup> -18<sup>th</sup>, 2018 for 1<sup>st</sup> and 2<sup>nd</sup> year site coordinators and the June National Training, June 1<sup>st</sup> -June 9th, 2018 at the CDF Haley Farm, Clinton, TN and Knoxville, TN
- Stipend will be paid to site coordinators based on student enrollment.

## 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 and respectful of all cultures
- 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
- Current registered voter
- Authorization for background check for criminal and child protective findings

Submit resume to Sharon Wilson via email @[sharon.wilson@fcmustangs.net](mailto:sharon.wilson@fcmustangs.net)