



THE SALVATION ARMY
Harrisburg Capital City Region
506 S. 29th Street
Harrisburg, PA 17104

EMPLOYMENT POSITION AVAILABLE

Position: SYE Site Coordinator

Department: Youth and Family Education

Availability of Position: May – August

Schedule: Full-Time, Monday-Friday

Reporting Relationship: Directly: Youth and Family Education Administrator

Indirectly: Programs and Services Chief Administrator

Salary Grade: \$21.00/hr - 76 Non-Exempt

Position Overview: This position will implement program plans, coordinate, and maintain the SYE program that will serve Harrisburg area students and families. The Site Coordinator will provide direct support to the YFE Administrator in all operational aspects of the SYE program and parent and family engagement programs. The Site Coordinator will track daily attendance, provide follow up regarding enrolled students and parents regarding program absences and any behaviors that need follow up. The Site Coordinator supervises all student activities. Maintains a safe and nurturing environment for the students, and clean and orderly classrooms. Coordinates and ensures proper implementation of program plans, instructors, tutors, volunteers and guest speakers. Reviews student records via file, database and Procure for accuracy. Provides detailed reports to the supervisor detailing program results and human-interest stories. Facilitation of curriculum to assigned groups as well as sub in classrooms when other staff are out. Other duties as assigned.

Requirements:

- Degree in the field of Education or related field and 3+ years of experience working with urban, diverse youth and their families.
- Excellent written and oral communication skills.
- Confidentiality in all areas, mandatory
- Prior experience in lesson plan writing and development.
- As a Mandated Reporter, must provide proof of having completed training on recognizing and reporting child abuse meeting the training standards of PA Act 153.
- Ability to deal with stressful situations
- Possess analytical skills and strategic mindset
- Ability to deal with a wide variety of community people, students, and vendors of services
- Meets the Child Protection Clearances required by PA Act 153 to include PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check.

Contact: Please send, email or fax your resume along with a cover letter including salary requirements to:

Samantha Flynn, Community Health and Nutrition Administrator

The Salvation Army Harrisburg Capital City Region, 506 S. 29th Street, Harrisburg, PA 17104

Email: Yolanda.Haywood@use.salvationarmy.org **Fax:** 717-231-3650

Please, no calls.

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church.

Its message is based on the Bible. Its ministry is motivated by the love of God.

*Its mission is to preach the gospel of Jesus Christ
and to meet human needs in His name without discrimination.*

Requisition No.