



Urban League of
Greater Miami, Inc.

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2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Site Coordinator, K-5 (Education) – Job Description

Position Summary

The Site Coordinator runs the day-to-day operation of an assigned K–5 school program site during programming hours and serves as the first point of contact for contracted program staff on site. This role keeps programming organized, safe, and running smoothly — managing coverage, schedules, transitions, materials, and student accountability from the start of programming through dismissal and site reset.

The ideal candidate is highly organized, calm under pressure, quick to spot and correct issues, and comfortable actively leading a busy site full of elementary-age students. The Site Coordinator reports to the Director of Education.

Key Responsibilities

Site Leadership & Daily Operations

- Run the assigned school site during programming and serve as the first point of contact for contracted program staff.
- Confirm staff coverage, room assignments, and schedules are set before programming begins.
- Ensure lesson plans, binders, and materials are in place and ready for each activity.
- Manage the daily flow of programming, including snack, restroom breaks, materials, transitions, and dismissal.
- Always maintain student accountability, including attendance, headcounts, and sign-in/sign-out procedures.

Site Walkthroughs & Quality Control

- Complete routine site walkthroughs throughout programming to confirm activities are running as planned.
- Immediately correct issues with staff supervision, room setup, transitions, or use of school property.
- Ensure students are appropriately supervised and engaged in every space.

Materials, Inventory & Supplies

- Maintain an accurate physical inventory of program materials and equipment at the site.
- Report supply and equipment needs through the Assistant Director of Education.
- Ensure materials are stocked, organized, and ready for each day's programming.

Site Reset & School Relationship

- Ensure all program spaces are cleaned, reset, and left ready for the next school day.
- Respect and protect school property and follow the host school's expectations and guidelines.
- Help maintain a positive, professional relationship with school-site staff and administration.

Student Safety & Supervision

- Ensure appropriate supervision and staff-to-student ratios are maintained at all times.
- Follow all child safety, emergency, and organizational procedures.
- Address behavior and incidents appropriately and escalate serious concerns to the Director of Education.

Communication & Documentation

- Relay schedules, coverage, expectations, and daily information to on-site contracted staff.



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- Communicate staffing issues, student concerns, and site needs to the Director of Education in a timely manner.
- Maintain required site documentation, including attendance and incident records.

Qualifications

Required

- Experience working with elementary-age children (K–5) in an afterschool, camp, education, childcare, or youth-serving setting.
- Experience leading, coordinating, or overseeing staff, volunteers, or program activities.
- Strong organizational skills and the ability to manage many moving parts at once — coverage, transitions, materials, and dismissal.
- Ability to stay calm under pressure and correct issues quickly and professionally.
- Strong verbal communication skills with staff, students, families, and school personnel.
- Ability to be on your feet and actively supervise throughout programming.
- Reliability, punctuality, and a strong sense of accountability.
- Ability to follow all child safety requirements and pass required background screening.

Preferred

- Associate's or bachelor's degree in education, Child Development, Youth Development, or a related field.
- Prior experience as a site coordinator, site lead, or in out-of-school-time (OST) programming.
- Current CPR and First Aid certification.
- Familiarity with DCF-regulated youth programs and required documentation.

Physical Requirements & Work Environment

- Ability to remain active — standing, walking, and moving between rooms and program spaces — throughout programming.
- Ability to work indoors and outdoors in varying conditions, including heat and humidity.
- Ability to respond quickly in a fast-paced environment with elementary-age students.

Compensation & Schedule

\$38,000 – 42,5000 annually