



## **JOB DESCRIPTION**

**TITLE:** Site Coordinator, United Leaders of Tomorrow Program-Trenton Central High School-West Campus

**REPORTS TO:** Program Director, School-Based Programs

**LOCATION:** Trenton Central High School West Campus, 1001 State Street, Trenton, NJ 08618

**CLASSIFICATION:** Exempt

### **SUMMARY**

The Site Coordinator is responsible for the safe and effective implementation of Princeton-Blairstown Center's (PBC) United Leaders of Tomorrow Program at Trenton Central High School-West Campus in Trenton, NJ. The Site Coordinator provides 50 ninth grade students with a weekly afterschool leadership program and school-based personal and academic counseling. The Site Coordinator utilizes a youth development experiential education framework which actively engages ninth grade students and supports academic success through PBC's individual and group counseling curriculum and related activities including trips to PBC's Blairstown Campus.

### **MAJOR DUTIES**

- Provide case management for up to 50 students.
- Provide individual counseling, assessment, case management, academic planning, and attendance outreach for 15-20 students per week.
- Facilitate afterschool classroom groups for 50 student caseload of approximately 10-15 students at a time four days/week.
- Help students successfully integrate and transfer learned character skills and attitudes into their school and home life.
- Develop group work strategies that support and enhance students' skill development and help build on youth competencies.
- Perform family interventions to support family engagement and participation in the school community and the lives of their youth.
- Refer youth and families to appropriate resources both within the school and other community organizations as appropriate.
- Assist students in attending school regularly through identifying obstacles and connecting with school staff and other resources.
- Provide crisis intervention as needed.
- Conduct home visits as needed.

- Provide summer outreach to students and their families and contribute to the provision of summer bridge and orientation activities for incoming 9<sup>th</sup> grade students.
- Support and participate in school-wide events including BBQs, Award Ceremonies, Showcases, Parent-Teacher Nights and Student Orientations.
- Maintain a collaborative relationship with BOE staff, specifically principal and/or administrative liaison guidance counselors and ninth grade teachers.
- In conjunction with the Program Director, design curriculum and develop new program activities appropriate to the participant population.
- In partnership with Program Director, facilitate professional development and technical support for BOE staff on social emotional learning, experiential group work and youth development.
- In conjunction with Program Director and school liaison, develop Blairstown trips, special events and summer programming.
- Lead and participate in PBC multi-night trips for leadership, educational or enhancement purposes to the Blairstown Campus.
- Participate in staff/team meetings.
- In conjunction with Program Director, participate in monthly meetings with the principal/ administrative liaison and funders.
- Generate data required for statistical reporting and ensure that appropriate ETO database entry is completed on a weekly basis.
- Maintain updated program paperwork, specifically progress notes for individual caseload and groups on a weekly basis.
- Send weekly emails detailing program sessions and outcomes to the Program Director.
- Participate in weekly supervision with the Program Director.
- Work with Princeton University and other local college students to serve as tutors and bring a college focus to our programs.
- Facilitate adventure based/experiential education curriculum including ropes course, hiking, canoeing and swimming either alone or with a co-facilitator when at the Blairstown Campus.
- Demonstrate a professional demeanor which is reflective of the values and standards of the Princeton-Blairstown Center in all formal and informal contacts with the organization's constituencies.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- LSW required.
- Master's degree in Social Work (MSW) plus two years post MSW required.
- SIFI required or willing to acquire it during employment.
- Must have experience working with adolescents individually and in groups.
- Bi-lingual Spanish/English preferred.
- Prior experience in a school setting preferred.
- Must have a commitment to work from a strength-based approach grounded in youth development.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a multi-cultural environment.
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example, and dedication to the mission of Princeton-Blairstown Center.

Salary: Commensurate with experience and qualifications.

Rev: 7/15/14

Please send resume and cover letter to Mercedes Jennings, School-Based Program Director at [mjennings@princetonblairstown.org](mailto:mjennings@princetonblairstown.org) .