

# The Community House

## Position Agreement

*"Agreement to fulfill the accountabilities of the job"*

**Job title: Site Coordinator**

**Reports to: Executive Director**

**Review Date: Annual**

**Type of position:  
Part-time, up to 30 hrs/week**

**Pay Scale: \$15.00- \$17.00 per hour**

**Results to be achieved by this position:**

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community. You support the delivery of these results. You enable the Executive Director to efficiently and effectively support the community, drive revenue, and exceed our constituents' expectations.

**Standards for this position:**

1. In the absence of the Exec. Dir., CSHW runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Ensure all meetings, activities, and events are executed smoothly and efficiently
9. Keep in confidence all business and client information (written and verbal)
10. The programs at The Community House promote enrichment and community spirit
11. Our on-going adult and children's are thriving.
12. The CH has a strong working relationship with community groups and the Towns of Hamilton and Wenham
13. Create and implement new and innovative programs.
14. Support internship position(s) to support CH programming through the local high schools or colleges.
15. Delegate responsibility to support staff and manage volunteers

**Work requirements for this position:**

- Attend staff meetings.
- Develop curriculum
- Design activities for indoor and outdoor play
- Supervise children
- Maintain a clean, safe, stimulating classroom
- Supervise the assistant and volunteers in the classroom
- 20 hours of professional development trainings a year
- Observe and document individual progress reports
- Write annual progress reports for each student
- Maintain flexibility
- Maintain confidentiality
- Maintain a positive, respectful manner
- Other duties as assigned

**Other/special requirements for this position:**

1. Must be at least 20 years old
2. Must have ONE of the following:
  - Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care AND 6 months of experience working with school age children.
  - Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care AND nine months of experience working with school age children.
  - High School diploma or equivalent AND one year of experience working with school age children.
3. Must work flexible schedule
4. Consistently positive attitude
5. Take direction
6. Self-starter
7. Great people skills
8. Open minded and optimistic
9. Innovate- Suggest ways to make things better/more efficient

**Reviewed and agreed to by (employee):**

**Name:**

**Date:**

**Approved by (supervisor):**

**Name:**

**Date:**