



## Site Administration Leader Job Description

### I. PURPOSE OF THE JOB

- Site Administration Leaders are an integral part of the SOAR Program and are in a position generally designed for one who can help advance the mission of SOAR by serving students and their families with the goal of providing a safe, fun place to further develop academic, social, and personal skills.
- Specifically, the role detailed herein include (1) Program Development and Implementation (2) Student Management and Oversight (3) Program Monitoring and Evaluation (4) Cultivation and Stewardship of Stakeholder Relationships

### II. QUALIFICATIONS & EXPERIENCE

- Site Administration Leaders must be at least 16 years old and currently attending high school. 18 years of age and high school graduates are preferred in this position. Prior experience with elementary students and administrative work are preferred but not required. Bilingual in Spanish is highly preferred.

### III. RESPONSIBILITIES

Site Administration Leaders report directly to the SOAR Site Director and Assistant Site Director and responsibilities include, but are not limited to the following:

#### ● Site Operation Support

- Manage the site telephone during SOAR hours including phone calls, text messages, and ProCare messages
- ProCare
  - Manage student check-in and attendance processes
  - Work with site leadership to maintain accurate student rosters for each group/club as well as accurate emergency disaster lists for students and staff in the emergency box
  - Uploading student paperwork and managing student records to ensure accurate and updated information (incident reports, student success plans, parent messages, etc.)
- Meal Program
  - Ensure the meal number matches with number of students present each day for reporting
- Staff Hours
  - Ensure daily compliance of staff timesheets (sign in/out matches who is in attendance)
  - Daily updates of staff timesheets on online records (staff hours spreadsheet, online timesheet, online backup documentation)
- Manage Check Out Process
  - Greet each parent at the door (you are the face of the organization!)

- Utilizing ProCare system, ensure the safety and compliance with the student check out process for all students and authorized pick-up people
- **Cultivation and Stewardship of Stakeholder Relationships**
  - Create and develop relationships with co-workers aligned with SOAR's core values and leadership commitment
  - Create and develop appropriate, loving, consistent relationships with SOAR students following the values of the SOAR program pillars
  - Create and develop relationships with families of SOAR students that craft an environment where families of students are not only known by staff but also know staff and the program
- **Other duties as assigned by Site Director or Assistant Site Director**

**IV. ESSENTIAL SKILLS & FUNCTIONS**

- Able to lift a 50-pound box
- Able to model compassionate and selfless love to students and staff
- Able to perform necessary CPR functions
- Able to demonstrate sensitivity to the needs of students and staff
- Able to be adaptable and flexible
- Able to follow directions
- Able to maintain appropriate relationships and boundaries with students and staff
- Able to maintain SOAR's standard of excellence while on and off duty.

**I have read the above job description and essential functions and sign that I am capable of functioning safely within the demands of this position.**

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**Signed**

\_\_\_\_\_  
**Date**