



American Indian-Focused CDF Freedom Schools® Program
Andersen Community School and Sanford Middle School Site Coordinator
Position Description

Title: Sites Coordinator

Organization: Children's Defense Fund – Minnesota

Position: Part-time - 30 hours a week and benefits eligible

Salary: \$20 per hour

Location: Minneapolis

Nature and Scope

CDF's mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The *CDF Freedom Schools* program is a direct service initiative coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement. The program serves children in grades kindergarten through twelfth. The activity based curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness.

The Site Coordinator manages the day to day operations and serves as the supervisor for the *CDF Freedom Schools* program site at Andersen Community School and Sanford Middle School. This after school program provides culturally specific and enrichment programming to children and youth at Andersen Community School and Sanford Middle School with an emphasis on American Indian youth. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community. The American Indian-focused *CDF Freedom Schools* program is the first of its kind to serve the American Indian community in Minneapolis. Our sites for after school are Andersen Community School, Sanford Middle School and South High School.

Responsibilities

- Work in conjunction with the Minnesota *CDF Freedom Schools* Staff to recruit children for the program.
- Work in conjunction with Youth Development Director to recruit, hire, train and manage staff.
- Ensure proper implementation of the *CDF Freedom Schools* program model by managing daily site activities.
- Attend all required trainings.
- Serve in a supervisory capacity and the primary contact for the Servant Leader Interns
- Work in conjunction with Youth Development Associate and Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Work in conjunction with the Minnesota *CDF Freedom Schools* Staff or other designee to coordinate activities, field trips, family engagement initiatives and volunteer responsibilities.
- Work with Sanford Middle High School Staff as well as Community Education staff regarding for school day and after school alignment.
- Manage contract with consultants providing programming at Andersen and Sanford Middle School.



- Work closely with other staff providing American Indian-focused *CDF Freedom Schools* programming during the school day.
- Ensure Servant leader Interns have the necessary books, materials and supplies for daily activities.
- Conduct debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.
- Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.
- Input child, parent and staff enrollment data in CDF's reporting system.
- Maintain regular communication with Youth Program Director.
- Work with Finance and Operation Director for contract management and invoicing.
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Qualifications

- Knowledge and experience working with American Indian youth, community and families
- Servant Leader Intern experience at a *CDF Freedom Schools* site is preferred
- Possess strong leadership and management skills
- Experience prioritizing multiple tasks or responsibility
- Experience working with children and youth
- Exhibit positive behavior and attitude; model a mature and professional demeanor; possess excellent written and verbal skills
- Exhibit positive attitude; model a mature and professional demeanor
- Excellent written and verbal skills
- Completed at least one year of college - preferred

Personal characteristics

The American Indian-focused *CDF Freedom Schools* Site Coordinator should demonstrate competence in the following:

- Creativity/Innovation: Develop new and unique ways to create and improve the programming for children and youth at our Freedom School sites.
- Inclusion: Demonstrate and Express a commitment to social justice as well as diversity, inclusion and equity.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization – must be able to work with people of all ages and backgrounds, skills and abilities.
- Focus on Student Needs: Anticipate, understand, and respond to the needs of youth in our *CDF Freedom Schools* program to meet or exceed their expectations within the program parameters.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Understanding: Understand and appreciate the mission and work of CDF-MN and how public policy affects children and families.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Have fun: Bring a sense of inquisitiveness and humor as well as flexibility to the work.