



After School Program Assistant Site Coordinator September 2019-June 2020

About Peninsula Bridge

For 25 years, Peninsula Bridge has been serving 420 motivated low-income youth from San Mateo to Mountain View with academic and social-emotional support. Peninsula Bridge transforms the lives of highly motivated, low-income students by preparing and supporting them for success in college preparatory high school programs and four year colleges. Peninsula Bridge is an entrepreneurial organization that is launching newly expanded programs to improve student outcomes. Our after-school academic program serves 5th, 6th and 7th grade students from San Mateo to Mountain View.

After School Assistant Site Coordinator Role and Responsibilities:

The Peninsula Bridge Assistant Site Coordinator will have an administrative and support role for the Middle School Program. The Assistant Site Coordinator will support the Site Coordinator. They will oversee attendance, data entry, and other administrative tasks as assigned. They will provide support to the teachers and students throughout the duration of the program through technology support, homework support, documenting student information and overseeing student management. The Assistant Site Coordinator will be a part of the After School team in addition to a Site Coordinator, Math Instructor and English Language Arts teacher. The Assistant Site Coordinator will report to the Middle School Director. In addition to the Assistant Site Coordinator administrative and program hours, there will be monthly team debrief meetings throughout the semester.

Qualities and Skills

- Successful experience working with Middle School students in academic and social settings
- Excellent communication skills, verbally and in writing
- Effective student management skills
- Ability to support students and families in a warm, engaging way
- Ability to demonstrate cultural sensitivity and an understanding of youth development skills
- Effective organization skills, attention to detail
- Fluency in Spanish is desired, but not required
- Ability to operate PC including word processing, spreadsheet, database and specialized software applications, in a networked environment
- Ability to provide on-site technology support using Google Chromebooks

Possible Locations

Site Location	Address	Days of Week	Program Time
Crittenden Middle School	1701 Rock St, Mountain View	Mondays, Wednesdays	3:00-5:30 PM
Menlo School	50 Valparaiso Ave, Atherton	Tuesdays, Thursdays	4:00-6:30 PM
East Palo Alto Phoenix Academy	1039 Garden St, East Palo Alto	Tuesdays, Thursdays	3:30-6:00 PM
The Nueva School	131 E 28th Ave, San Mateo	Mondays, Thursdays	3:00-5:30 PM

Salary This is a position based on hourly pay. Compensation is \$20/hr.

Contact Please email resume and cover letter to Joanne Shemiot joanne@peninsulabridge.org