



After School Program 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 6th and 7th grade students from San Mateo to Mountain View.

After School Site Coordinator Role and Responsibilities:

The Peninsula Bridge Site Coordinator will have an administrative and support role for the Middle School Program. The Site Coordinator will work with the Assistant Middle School Director to assure that materials and resources are prepared and on site for the program. 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 Site Coordinator will be a part of the After School team in addition to a Math Instructor and English Language Arts teacher. The Site Coordinator will report to the Middle School Director. In addition to 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 |

Salary This is a position based on hourly pay. Compensation is \$35/hr.

Contact Please email resume and cover letter to Amanda Afshar
amanda@peninsulabridge.org