



Plamondon Elementary Resource Coordinator

Reports To: Director of Programs and Operations

Employment Type: Full Time, Exempt

Organization Overview

America SCORES Chicago (ASC) is a nonprofit organization that provides after school and summer programming combining soccer, poetry, and service-learning. ASC's mission is to inspire youth to lead healthy lives, be engaged students, and have the confidence and character to make a difference in the world. Currently serving neighborhoods in West and Southwest Chicago, ASC provides programming for students in K-8th grade. In addition to providing ASC programs in partnership with Chicago Public Schools (CPS), ASC serves as a 21st Century Community Learning Centers (21CCLC) Lead Partner Agency and works to coordinate student and family resources that strengthen the connection between the school day and out-of-school time.

Position Summary

The RC is responsible for the overall implementation and management of the 21CCLC site at Plamondon Elementary, located at 2642 W 15th Pl. The RC maintains the bridge between the school and community and provides leadership for the collaborative process and development of a continuum of services for students and families. The RC strives to integrate and align programming at the school by working with school leadership, teachers and staff, Local School Council members, families, and community members to develop a vision and strategy for programming that reflects student and family interests and addresses gaps/community needs.

Position Responsibilities

Program Management and Compliance

- Plan and make recommendations for the implementation of high-quality program activities that meet the mission and vision of the 21CCLC program and that provide a range of learning opportunities.
- Responsible for meeting program requirements in partnership with 21CCLC, ISBE, CPS, ASC, and Plamondon for programs, including record-keeping and monitoring of policies and procedures.
- Plan and execute quarterly subcontractor, family, and/or Advisory Board meetings to review program year, continuous quality improvement plans, discuss expectations, and other items as needed.
- Assure that site-based reporting and evaluation components are completed.
- Responsible for maintaining expenditures within ISBE-approved budget.
- Recruit parents and students to participate in programs.
- Plan and execute program events specific to Plamondon and support with ASC-wide program events

Community Outreach and Development

- Attend and participate in events and relevant meetings happening in the Plamondon community.
- Conduct outreach to partners who could serve as program providers.
- Implement and maintain a process that encourages referrals to programs and services offered at or outside of the school.

Staff Management and Training

- Recruit teachers and other school personnel to lead diverse student and community programming.
- Supervises and participates in the hiring, training, and termination of out-of-school time program staff.

Additional Tasks

- Attend regular staff and department meetings.
- Participate in at least one ASC Program Committee – Game Day or Program Events.



- Attend/work at all major program and fundraising events.
- Attend and support all Game Day events during the Fall, Winter, and Spring seasons.

Qualifications and Competencies

- Commitment to ASC's mission; core values of Teamwork, Leadership, and Commitment; and to high-quality execution of all programs.
- History of working with youth and families in low-income communities, with a minimum three years of direct service experience preferred.
- Exceptional organization skills, high level of efficiency, and ability to manage multiple projects and programs at a time with precision.
- Action-oriented and adaptable with ability to solve problems strategically and think critically.
- Ability to work collaboratively with ASC staff, school personnel, families, and community partners.
- Ability to understand and interpret the policies, procedures, and structure of CPS and ISBE.
- Spanish language proficiency strongly preferred.
- Knowledge of, and/or experience working in, school community strongly preferred.
- Superior interpersonal, written, and verbal communication skills with demonstrated ability in facilitating trainings and meetings.
- Experience with database management and online communications platforms preferred.
- Minimum of one year of supervisory experience preferred.

Job Specifications

- Reliable access to vehicle to travel to program partners throughout the city.
- Physical demands include handling the storing, packing, and setting up of sporting equipment weighing up to 20 pounds and climbing up and down up to four flights of stairs at a time at program sites.
- Must submit to, and clear, a CPS background check and complete Mandated Reporter Training.
- Proficiency with Microsoft Office, Slack, and Google suite.
- Ability to work occasional nights and weekends to support programming and fundraising events.

Compensation and Benefits

Annual starting salary range is \$40,000 to \$43,000. Salary is commensurate with experience and includes 100% employer-funded medical (BCBS PPO or HMO) and dental insurance; access to an Employee Assistance Program; monthly transit and phone subsidy; and six weeks of PTO (combination of vacation days, additional holidays, and CPS breaks) in the first year of employment, with increasing accrual thereafter.

To Apply

To apply, email Jess Mater at jlopez@chicagoscores.org and include "Resource Coordinator Application" in the subject line no later than November 5th. Interviews will be scheduled on a rolling basis as applications are submitted. The desired start date is on or before November 29th. Your application should include a resume and cover letter outlining your interest in the position and relevant experience.

America SCORES Chicago is an Equal Opportunity/Affirmative Action employer, which includes providing equal opportunity without regard to race, color, religion, gender, national origin, disability, pregnancy or parenthood status, veteran status, or any other group as prohibited by law.