



Job Title:	Program Coordinator	Job Category:	Education
Department/Group:	After School	Job Code/ Req#:	
Location:	The Hub - 19 S. 49 th Ave, 74127	Travel Required:	N/A
Reports to:	Program Manager – After School Program	Position Type:	Support

Mission of *The Common Good*:

The Common Good is a non-profit organization in Northwest Tulsa seeking to partner with families in the community to programming based in education, sports & arts, career development and mental health services.

Job Description

The Program Coordinator in the After School Department plays a crucial role in coordinating the daily activities in the After School program. This position involves aiding the teaching staff, ensuring a safe and productive environment, and making sure all educational programs are running smoothly and effectively with a passion to work in an underserved community.

ROLE AND RESPONSIBILITIES

- Oversee the daily operations of the After School Program, ensuring it is an inclusive and safe environment.
- Maintain effective working relationships and communicate clearly with youth, staff, parents, and administration.
- Make sure each student is signed and scanned in/out of the After School Department each day.
- Facilitate the transportation of staff to Tisdale for after school bus commute. This requires you to transport them to Tisdale
- Aid in the development and organization of any full day or seasonal break camp programming.
- Assist with the preparation and distribution of snacks within the After School program, included with completing all state/government paperwork when required.
- Communicate regularly with supervisor regarding student, staff, and parent/guardian feedback regarding the program.

ADMINISTRATIVE DUTIES

- Assist with the DHS/Tribal subsidy application process with families.
- Ensure that all After School staff are registered on the Oklahoma Professional Development Registry (OPDR).
- Enter youth information into TIDEL.
- Participate and engage in any Family Engagement Events and Parent/Guardian Orientation Events.
- Manage inventory and supplies by collecting Classroom Supply Order Forms by the 15th of each month and placing orders accordingly.

REQUIRED QUALIFICATIONS

- 5-years' experience in Administration Education, Education, or a related field.
- Experience in educational settings, preferably in program coordination or teaching roles with youth (PreK – 6th Grade).
- Knowledge of DHS policies and facility safety guidelines/procedures.
- CPR and First Aid Certification preferred.

RECOMMENDED QUALIFICATIONS

- Strong communication and interpersonal skills.
- Ability to motivate and engage students to participate in enrichment opportunities.
- Organizational skills and attention to detail.
- Ability to lift over 20 pounds.

ADDITIONAL NOTES

This job description is intended to provide a general overview of the responsibilities and qualifications for the Site Coordinator position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager of the After School Program will establish your schedule, including any additional hours worked outside of the After School Department. To apply, [click on this link](#) and upload your resume as directed.