



SANNEH

Site Coordinator Job Description

Job Title:	Site Coordinator	Job Category:	Youth Development, Education
Department/Group:	Dreamline Program	Job Code/ Req#:	
Location:	Twin Cities Metro and Greater Minnesota	Travel Required:	N/A
Level/Salary Range:	\$18/hr+	Position Type:	Full-Time (40 hrs./week), August 2022 - June 2023
HR Contact:	Jade Adams	Date Posted:	
Will Train Applicant(s):	Experience required	Posting Expires:	

External Posting URL:	http://thesannehfoundation.org/about-us/careers/
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DESCRIPTION

SANNEH FOUNDATION MISSION

The mission of Sanneh is to Empower youth, Improve lives, and Unite communities. Sanneh empowers youth by supporting and promoting educational attainment through in-school and after-school support, improves lives by providing programs that strengthen physical health and social and emotional development, and unite communities by advancing diversity, equity, and community well-being.

VALUES:

· Building Community	· Education	· Innovation & Leadership
· Caring & Compassion	· Integrity	· Fun
· Diversity & Inclusion	· Inspiring Excellence	· Character Building

DREAMLINE GOALS

Dreamline partners with K-12th grade schools to provide culturally competent mentoring, and direct social emotional instruction to support three core dimensions of a student's development: social, emotional, and cognitive. This helps young people define their own path to success by helping them to (1) engage with their peers, school, and community; (2) improve their emotional well-being; (3) discover academic success and graduate from high school; and (4) prepare for life after high school.

Mentors are expected to work with students in the following ways:

- Goal 1: Advance diversity, equity, inclusion, and social justice.
- Goal 2: Build trusted relationships with young people, parents, school staff, and community members.
- Goal 3: Empower youth through social emotional learning (SEL).
- Goal 4: Work together with students, parents, school staff, and community members as advocates and partners in student learning and wellbeing.

The Dreamline program is grounded in the theory that students who develop powerful relationships with trusted adults begin to develop positive attitudes toward school, themselves, and their future. In partnership with K-12th grade schools, Dreamline Mentors intentionally engage underrepresented and marginalized students through the Search Institute's Developmental Relationships framework to create deep and meaningful connections.

POSITION DESCRIPTION

The Dreamline Site Coordinator is typically an experienced Dreamline Mentor or youth development specialist who works to develop strong partnerships with school administration and staff and to support the Dreamline program delivery team at their school site. The Dreamline Site Coordinator acts as a Dreamline Mentor and works with a cohort of ~15 students with a primary role to develop a deep relationship with each student, partner with, and help each student set and achieve their personal goals. This is accomplished through six intersections where Mentors work together with students: 1) Two-way mentoring relationships; 2) Tutoring; 3) Homework Help; 4) Expanded Learning Opportunities; 5) Leadership Opportunities; and 6) Service Opportunities.

The Dreamline Site Coordinator is also responsible for ensuring the highest quality of program delivery at their school site through tracking, collecting, analyzing, and reporting on key data points; conducting weekly meetings with Dreamline staff on site; and communicating data weekly to the Dreamline Regional Manager. The Dreamline Site Coordinator ensures that staff follow data collection protocols, are on target toward meeting program outcomes, and are supporting students in achieving student outcomes. Dreamline Site Coordinators will also participate in other Sanneh Foundation programs or events as needed.

ROLES AND RESPONSIBILITIES

Provide Student Support

- Identify youth, who need additional academic and social emotional learning support, in collaboration with school administrators/counselors/committees
- Assist in creating student cohort lists for the Dreamline team and ensure that identified youth meet the Dreamline Program selection criteria
- Ensure the Dreamline team is using best practices in student development, academic support and applying the Developmental Relationships framework and other social emotional strategies while mentoring students
- Role model and teach effective de-escalation and conflict resolution strategies
- Build student social skills to navigate relationships
- Support students in navigating the school system
- Create and facilitate expanded learning opportunities tailored to student interests
- Recruit students to participate in expanded learning opportunities
- Provide opportunities for youth voice and choice
- Encourage students to interact with, learn from, and lead peer groups
- Help students set and achieve academic and personal goals
- Engage students in a leadership project, centered in community service
- Identify students' strengths, challenges, and preferred learning style, and develop strategies to be effective
- Apply culturally-relevant mentoring and tutoring strategies for racially and ethnically diverse

students

- Engage and include parents/caregivers as partners in student learning as needed.

Support Dreamline Team at School Site

- Provide daily support and guidance to your Dreamline team at the assigned school site to ensure excellence in service delivery to student cohort members
- Assist in developing class/prep/lunch schedules for your team
- Lead on-site weekly meetings with your team to strategize problem-solving and targeted supports
- Lead bi-weekly meetings with your school site contact and Regional Manager
- Work with other Dreamline Site Coordinators and Regional Manager to plan and execute regional meetings and/or training before and during the school year

Data Collection, Student Outcomes, and Continuous Program Improvement

- Use data to inform intentional academic and mentoring support with students
- Collect and enter required data accurately, uniformly, and consistently into Apricot360 database
- Ensure that your Dreamline team tracks and submits support data and other monitoring reports accurately and by the date due
- Assist Regional Manager in keeping accurate program records and evaluating program outcomes, making changes as needed based on evaluation data

Maintain High-Quality Relationships with School Staff

- Assist your team in maintaining successful working relationships with teachers and other school staff
- Lead your team in participating in assigned meetings with teachers, school staff, and/or committees
- Offer support and guidance to ensure your team is able to resolve any conflicts, as needed
- Communicate with school contact regularly

Other program responsibilities

- Attend all scheduled classes, meetings, trainings, and one-on-one mentoring sessions
- Attend Dreamline orientation and professional development trainings throughout the school year
- Participate in the Sanneh Foundation events as required (Gala For Goals, etc...)

QUALIFICATIONS AND REQUIREMENTS

REQUIRED
<ul style="list-style-type: none">- High school diploma or GED- At least one year of full-time work experience with youth, particularly in a school or learning setting- Experience leading a team- Skills to build meaningful relationships with students and staff- Ability to work effectively with youth and adults from diverse backgrounds, including race, ethnicity, and culture, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, etc.- Demonstrated commitment to diversity, equity, & inclusion work- Experience with documentation and/or data collection- Strong communication skills, attention to detail, and ability to meet deadlines- Flexible and comfortable with ambiguity- Motivated to work independently- Ability to pass a background check
PREFERRED

- B.A., post secondary education, or 2+ years equivalent experience, preferably in youth development, education, counseling, sociology, psychology, or relevant fields
- Experience facilitating mediation or support groups
- Understanding of youth development frameworks, trauma-informed care, social-emotional learning
- Experience collaborating with school administration and teachers

APPLY

Please send a résumé, and three professional references to HR@thesannehfoundation.org. In the subject line, please indicate the job title and the location (Twin Cities Metro or Greater Minnesota). Please include answers to following questions when applying:

1. Why do you want to serve with Dreamline?
2. What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?
3. Briefly discuss your teamwork skills in relation to the Site Coordinator position.

OR Apply through <https://thesannehfoundation.org/job-application/>

PHYSICAL DEMANDS AND OTHER NOTICE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.374.1385 Ext 108

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. WE ACKNOWLEDGE THAT THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.