



**CENTER for
LEADERSHIP
& JUSTICE**



ADVENTURES IN THE CITY
CDF FREEDOM SCHOOL



Position: Site Coordinator

Reports to: Project Director

Who we are looking for:

The Center for Leadership and Justice (CLJ) is looking to hire Site Coordinators for the *Adventures in the City Freedom School 2022* summer program. Children’s Defense Fund’s (CDF) Freedom Schools were designed in 1995 by civil rights activist and early childhood educator Marian Wright Edelman. She was inspired by her own participation in the 1964 Freedom Schools in Mississippi. CDF’s Freedom Schools have grown into a national model with an award winning literacy-based curriculum and dynamic student and parent leadership development component. In addition to a multi-cultural, racially diverse literacy curriculum, students also participate in engaging enrichments and weekly adventure-filled field trips. This seasonal position offers a unique opportunity to engage with leaders all over the United States working to close the reading gap.

Program Dates: June 27, 2022 – August 7, 2022

Program Days/Times: Monday through Friday 7:30 am to 4:30 pm

Location: Hartford, CT Northend Neighborhood

Required Training Dates

Ella Baker Child Policy Training Institute:	June 1 – June 4, 2022 Virtual
Local Training:	June 20 – June 24, 2022 In-person

Job Description

The *Site Coordinators* work as PAID summer program managers, Monday through Friday, managing Student Leader Interns that work with children in grades K-3. Attendance is required at other program related functions during the summer, such as field trips. The Site Coordinator manages the day to day operations and serves as the supervisor for one CDF Freedom Schools program site. It is recommended that the Site Coordinator has served as a CDF Freedom Schools Servant Leader Intern and should be capable of leading an intergenerational staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities

- Participate in *mandatory* national orientation and training at CDF Freedom covered by Center for Leadership and Justice.

AIC Freedom School is an initiative of the Center for Leadership & Justice.



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- Work in conjunction with Project Director to recruit children for the program.
- Work in conjunction with Project Director to recruit, hire, train and manage staff.
- Maintain the safety of all staff and students at their site.
- Ensure proper implementation of the CDF Freedom Schools program model by managing daily site activities.
- Maintain the safety of all students at the site.
- Serve in a supervisory capacity and the primary contact for the Servant Leader Interns during the June Ella Baker Child Policy Training Institute.
- Work in conjunction with Project Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Work in conjunction with the Project Director or other designee to coordinate afternoon activities, field trips, family engagement initiatives and volunteer responsibilities.
- Work with Servant Leader Interns to identify and schedule guest readers, and lead Harambee.
- Ensure Servant leader Interns have the necessary books, materials and supplies for daily activities.
- Conduct daily debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.
- Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.
- Input child, parent and staff enrollment data in CDF's reporting system.
- Maintain regular communication with Project Director.
- Ensure that the CDF Freedom Schools Integrated Reading Curriculum is implemented with fidelity.
- Report to and work with the Site Coordinators to keep the lines of communication open between parents, staff, and partner organizations.
- Supervise Student Leader Interns and maintain safety of students at all times.
- Successfully close out program by creating inventory for the supplies that are remaining at the close of the program.

Qualifications

- Must have completed at least one year of college.
- Servant Leader Intern experience at a CDF Freedom Schools site is preferred.
- Possess strong leadership and management skills to lead and motivate an intergenerational staff.
- Ability to translate a strategic plan into direct implementation.
- Ability to motivate others, pay attention to detail, and lead long-term planning.
- Solid commitment to the success and well-being of children.
- Excellent written and verbal communication skills.

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- Exhibit positive behavior and attitude, modeling a mature and professional demeanor.
- Ability to attend all mandatory trainings and meetings as required by the CDF Freedom Schools national staff.
- Ability to implement the CDF Freedom Schools program with full fidelity.

Compensation: The position provides a total stipend of \$4,000. CLJ pays for all training materials.

How to apply: Please complete an application and return it to Center for Leadership and Justice at freedomsschool@cljct.org or 47 Vine Street Hartford CT.

The Center for Leadership and Justice is an Equal Employment Opportunity employer.
Interviews will take place on a rolling basis until positions are filled.

We look forward to receiving your application!

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