

# Site Specialist

Multiple Locations

| Seasonal Full-Time

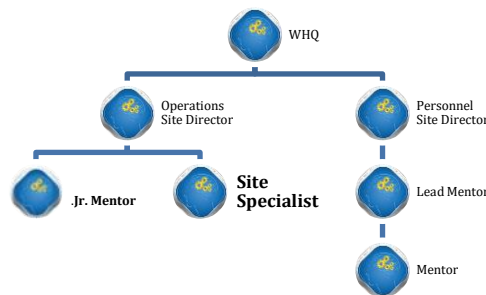
| Operations

**Position Description:** The Site Specialist's role is to assist the Operations Site Director and Personnel Site Director with the overall management of the SEEK Program. Additionally, under the supervision of the Site Directors, the Site Specialist will own and manage the set-up and close out of their SEEK site.

## Primary Responsibilities

- Confirm all aspects of the Facility Use Agreement for their site with WHQ Staff
- Receive camp materials, as well as track and maintain camp supplies
- Run the set up and close out of the SEEK site, under the supervision of the Operations SD
- Manage Parent Committee and serve as Parent Volunteer point of contact
- Establish supply inventory allocation procedures
- Conduct mentor observations and provide feedback on mentor progress
- Participate in all mentor debrief meetings and 3 program planning calls with Site Directors
- Assist Operations SD with managing inventory of all SEEK supplies
- Assist Personnel SD in the planning of mentor appreciation & professional development events
- Input student and staff attendance, daily
- Manage student pre and post assessment results
- Submit daily mentor attendance to Personnel Site Director
- Maintain all mentor forms
- Submit and manage all Mentor Observation forms
- Support overall implementation of the SEEK program through additional duties as assigned
- Support Operations Site Director overseeing before/after care services, if applicable

## Reporting Relationship:



## Successful Applicants will:

- Be a current full time K-12 Teacher, employed fulltime by host site
- Be at least 21 years old
- Submit to a criminal background check
- Possess a strong work ethic
- Be willing to work on multigenerational team, reporting to younger team leads
- Be enthusiastic about creating efficient processes and protocols

## Desired Qualifications:

- Teaching K-12 Math and Science subjects
- Previous NSBE experience as SEEK staff or NSBE Jr. Advisor
- Ability to plan, organize, and conduct program activities/events
- Excellent communicator
- Ability to Multi-task
- Proficiency in Microsoft Excel and Google Apps