

CHILDREN'S DEFENSE FUND FREEDOM SCHOOLS®
Site Coordinator Position Description
Updated January 2009

Title: Site Coordinator

Date: March 5, 2009

Organization: Shiloh Community Development Corporation

Nature and Scope

The CDF Freedom Schools® program is an educational and cultural enrichment program. Our program provides a summer option for children where there are none and strengthens parent and community involvement in the year-round achievement of children. We serve children ages 5 to 18 for six to eight weeks and integrate reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

Founded in 1995 by the Children's Defense Fund's Black Community Crusade for Children (BCCC)® and today coordinated nationally by the Children's Defense Fund in partnership with well-established and effective local and regional child-serving organizations, the *CDF Freedom Schools* program is a direct service initiative. CDF's Leave No Child Behind® mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start, and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The Site Coordinator position requires training sessions conducted by *CDF Freedom Schools* national staff at the historic CDF Alex Haley Farm in Clinton, Tennessee.

The Site Coordinator should be experienced in working with large groups of children and in partnerships with young adults. He or she must be responsible, energetic, able to think on his or her feet, well organized and a strong role model. He or she may have worked in the past as a *CDF Freedom Schools* Servant Leader Intern or in a similar position. The Site Coordinator should have strong leadership skills with empathy for children and their parents. He or she should be familiar with the culture and dynamics of the community, committed to the goals of the *CDF Freedom Schools* program, and able to work collaboratively with all program constituents.

Responsibilities

- Manage the day-to-day activities of the site and ensure Servant Leader Interns have necessary materials and supplies for the classroom and students;
- Provide guidance, support, encouragement, and constructive feedback to Servant Leader Interns;
- Maintain team spirit among site staff and conducting debrief sessions at the end of each day. During the debrief sessions, they provide technical assistance and feedback to the Servant Leader Interns on all aspects of their work;
- Design and coordinate parent workshops and other parental involvement initiatives, or assisting the parent coordinator or other designee;
- Work with the Project Director to keep the lines of communication open between parents, staff, and Sponsor(s);
- Ensure responsible management of Servant Leader Interns employed by his/her local program site while at *CDF Freedom Schools* National Training in June,;
- Attend March Orientation and Training from March 26-29, 2009 the June National Training from May 28- June 7, 2009

Qualifications

- Experience managing large groups of children, college-aged young people, and parents.
- Solid commitment to children's advocacy and enthusiasm for the *CDF Freedom Schools* program.
- Ability to motivate others and work as part of an intergenerational team.
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures.
- Willingness to strive for excellence in all areas and ability to think critically and analytically.
- Exhibit behavior and positive attitude; model a mature and professional demeanor; excellent written and verbal skills.
- Strong interpersonal skills and commitment to the ethics of character, humility and servant leadership.
- Current registered voter.
- Authorization for background check for criminal and child protective findings.

CHILDREN'S DEFENSE FUND FREEDOM SCHOOLS®

Servant Leader Intern Position Description

Updated January 2009

Title: Servant Leader Intern

Date: March 5, 2009

Organization: Shiloh Community Development Corporation

Nature and Scope

The CDF Freedom Schools® program is an educational and cultural enrichment program. Our program provides a summer option for children where there are none and strengthens parent and community involvement in the year-round achievement of children. We serve children ages 5 to 18 for six to eight weeks and integrate reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

Founded in 1995 by the Children's Defense Fund's Black Community Crusade for Children (BCCC)® and today coordinated nationally by the Children's Defense Fund in partnership with well-established and effective local and regional child-serving organizations, the *CDF Freedom Schools* program is a direct service initiative. CDF's Leave No Child Behind® mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start, and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. Servant Leader Interns require a week-long training session conducted by *CDF Freedom Schools* national staff at the historic CDF Alex Haley Farm in Clinton, Tennessee.

College-aged young people and recent college graduates play a key role in the *Children's Defense Fund Freedom Schools* program as Servant Leader Interns. *CDF Freedom Schools* Servant Leader Interns are responsible for the front-line care and nurturing of the children. Using the Integrated Reading Curriculum, they serve as facilitators in the classroom and as leaders of parent workshops and community outreach activities.

Responsibilities

- Deliver the Integrated Reading Curriculum to a class of no more than ten students for 6 – 8 weeks during the summer months, according to the standards developed by the Children's Defense Fund and the local program sponsor.
- Set-up and breakdown of his/her classroom space, including securing and organizing the appropriate materials.
- Collaborate with staff to establish and maintain a supportive and structured environment for the children entrusted to their care.
- Serve as a *Harambee!* leader each day of program operation.
- Serve as a leader of afternoon activities and other special events; chaperone field trips
- Attend June National Training from May 28- June 7, 2009

Qualifications

- Solid commitment to children's advocacy and enthusiasm for the *Children's Defense Fund Freedom Schools* program
- Ability to motivate others and work as part of an intergenerational team
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures
- Willingness to strive for excellence in all areas
- Ability to think critically and analytically
- Exhibit behavior and positive attitude; model a mature and professional demeanor
- Excellent written and verbal skills
- Strong interpersonal skills and commitment to the character, humility and servant leadership ethics of Ella Baker
- Current voter registration
- Authorization for background check for criminal and child protective findings