



## 21st CCLC Sample Job Descriptions

**Directions:** Use the following sample job descriptions to hire afterschool staff.

### 21st CCLC Program Director

**Job Title:** 21st Century Community Learning Centers (21st CCLC) Program Director

**Reports to:** Federal Programs Director

**Department:** District Office

**Supervises:** Directly supervises 21st CCLC Site Coordinators and senior staff

**Salary Range:** Based on experience

**Term:** Three years with option for renewal, contingent on funding

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The purpose of 21st Century Community Learning Centers grants is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates.

#### Primary Responsibility

The 21st CCLC Program Director is directly responsible for overseeing program operations for the four district 21st CCLC sites. The primary areas of focus will be the coordination of program development and implementation, staff development, and fiscal management for the grant.

#### General Responsibilities

1. Establish four school-based, out-of-school time centers that strive to improve student academics, attendance, behavior, and promotion and graduation rates.
2. Plan, develop, implement and evaluate overall programs, services and activities to ensure they meet state objectives and the needs and interests of students.
3. Establish and implement policies and procedures that fulfill all federal and state requirements for the 21st CCLC programs.
4. Collect and report student data and information from each center to meet grant reporting requirements. Data may address activities, attendance, participation and other areas as needed for compliance.
5. Allocate center expenditures in keeping with the grant budget and requirements.
6. Hire site coordinators and other staff based on the approved grant, and help to recruit and negotiate with community-based organizations and volunteers for the program.
7. Provide direct and indirect supervision of site coordinators and other staff.
8. Require, manage and provide staff development opportunities for staff and volunteers and conduct regular staff meetings.



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9. Develop and maintain partnerships with parents, community leaders and organizations, and school-based staff, and promote 21st CCLC programs, services and activities within the community.
10. Maintain daily contact with program and administrative staff to interpret and explain organizational mission and standards, and to discuss issues and provide/receive information.
11. Perform all other duties as assigned by Supervisor.

### Required Qualifications

- Bachelor's degree in education
- Five or more years of experience working in a school or community-based out-of-school time organization
- Knowledge of afterschool programs, communities and effective management techniques
- Ability to communicate effectively to multiple audiences
- Ability to perform all tasks identified in this job description
- Valid driver's license
- Good physical condition with ability to lift 10 pounds

### Preferred Competences

- Specific experience with 21st CCLC programs and grant requirements
- Master's degree in education
- Administrative Endorsement
- Bilingual (English and Spanish)



## 21st CCLC Sample Job Descriptions

### 21st CCLC Site Coordinator

**Job Title:** 21st Century Community Learning Centers (CCLC) Site Coordinator

**Reports to:** 21st CCLC Program Director

**Department:** Federal Programs

**Supervises:** 21st CCLC site staff

**Salary Range:** Based on experience

**Term:** One year with the option for renewal, contingent on funding

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The purpose of 21st Century Community Learning Centers grants is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates.

#### Primary Responsibility

The 21st CCLC Site Coordinator, under the supervision of the Program Director, manages all operations at one school-based center.

#### General Responsibilities

1. Plan, develop, implement and evaluate site programs, services and activities in cooperation with the 21st CCLC Program Director.
2. Plan, develop, implement, and evaluate programs and activities that prepare youth for success while promoting safety and program quality.
3. Collect and document all objectives, outcomes, student data and other information as needed in reports to supervisor.
4. Provide accurate financial documentation and management for the site.
5. Hire and supervise part-time program teachers and assist with recruiting volunteer staff.
6. Actively recruit students who are recommended for the program by teachers, counselors and administrators.
7. Demonstrate flexibility and ability to manage challenging situations, including helping to monitor and supervise students during the afterschool program.
8. Develop and maintain partnerships with parents, community leaders and organizations.
9. Maintain routine contact with principals, teachers, afterschool staff and volunteers to discuss issues, challenges and opportunities for collaboration.
10. Meet weekly with supervisor.
11. Perform all other duties as assigned by supervisor.



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### Required Qualifications

- Bachelor's degree from an accredited college or university
- One or more years of experience working in a school- or community-based out-of-school time organization
- Knowledge of afterschool programs, communities, positive youth development and effective management techniques
- Ability to communicate effectively to multiple audiences
- CPR and First Aid certifications
- Able to perform all tasks identified in this job description
- Valid driver's license
- Good physical condition with ability to lift 10 pounds

### Preferred Competences

- Specific experience with 21st CCLC programs and grant requirements
- Bachelor's or master's degree in education
- Administrative Endorsement
- Bilingual (English and Spanish)



## 21st CCLC Sample Job Descriptions

### 21st CCLC Afterschool Staff

**Job Title:** 21st Century Community Learning Centers (21st CCLC) Activity Leader

**Reports to:** 21st CCLC Site Coordinator

**Department:** Federal Programs

**Supervises:** 21st CCLC program students

**Salary Range:** \$8 to \$12 per hour, based on experience

**Term:** One year with the option for renewal, contingent on funding

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The purpose of 21st Century Community Learning Centers grants is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates.

#### Primary Responsibility

The 21st CCLC afterschool staff member, under the supervision of the Site Coordinator, facilitates and leads programs and activities in accord with program and center policies.

#### General Responsibilities

1. Maintain effective communication with the 21st CCLC Site Coordinator and/or school personnel at assigned site.
2. Follow direction of 21st CCLC Site Coordinator or other manager(s) with respect to policies and procedures, and adhere to program requirements.
3. Lead, participate in and take responsibility for afterschool program activities at assigned site.
4. Participate in out-of-school time program planning and design.
5. Meet with parents, students and community members; communicate in a respectful and confidential manner.
6. Identify needed supplies and resources, and inform 21st CCLC Site Coordinator.
7. Participate in professional development and program-related training activities.
8. Perform all other duties as assigned by supervisor.

#### Required Qualifications

- High school diploma or equivalent
- Ability to communicate effectively to multiple audiences
- Willingness to work positively with and mentor youth
- CPR and First Aid Certifications
- Pass required criminal background checks

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- Ability to perform all tasks identified in this job description
- Valid driver's license
- Good physical condition with ability to lift 10 pounds

### Preferred Competences

- Bachelor's degree from an accredited college or university
- Experience working in a school- or community-based out-of-school time organization
- Knowledge of afterschool programs, communities and/or positive youth development
- Bilingual (English and Spanish)



# 21st CCLC Sample Job Descriptions

## 21st CCLC Sample Job Description Template

**Job Title:**

**Reports to:**

**Department:**

**Supervises:**

**Salary Range:**

**Term:**

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**Primary Responsibility**

**General Responsibilities**

**Required Qualifications**

**Preferred Competences**

