

BHK Child Development Board, Inc.

BHK has an opening for the following position at Hancock Elementary School:

Great Explorations Site Coordinator

Full-Time, Summer Employment (*With the possibility of full-time during the school year.)

Job Summary: Site Coordinators provide and manage team-based afterschool and summer enrichment K-6 youth programs. Duties include:

- Provide a safe, enriching out-of-school time environment that implements the goals and objectives of BHK and Michigan Out-of-school Time Standards of Quality.
- Collaborate and coordinate programming with the host school, parents, community stakeholders, and other Great Explorations sites and BHK programs.
- Implement effective documentation of student attendance, staff information, billing processes, and other required records.
- Hire, train, and supervise staff within the program and BHK guidelines.
- Maintain licensing standards in accordance with Michigan Department of Licensing and Regulatory Affairs guidelines.

Required Qualifications:

Bachelor's degree or higher in a *child-related field* or a current teacher certification

- OR -

6-12 semester hours *and* 480 – 2,880 hours of experience, *both in a child-related field*. Two semester hours (or 3 CEUs) in child care administration may be required.

Interested candidates must submit the following application materials:

- Letter of interest
- Completed BHK job application (found at www.bhkfirst.org)
- Resume
- Copy of transcripts (not necessary if a current Michigan certified district teacher)

For additional information, interested candidates should contact Melissa Parker at (906) 487-6600 ext. 130 or mjparker@bhkfirst.org

Submit application materials to:

Attn: Human Resources
BHK Child Development
700 Park Ave
Houghton, MI 49931

(906) 487-6600
hr@bhkfirst.org



EOE