Online Site Director Job Description

Updated 2/5/2021

Position Summary

The Site Director (SD) is responsible for the operation of the online summer program: supervising staff and ensuring that participants (middle school and high school youth, young adults, and older adults), staff, and our community partners have a meaningful experience.

Shared Responsibilities

- Ensure the online program directly supports the **mission** of SSP
    - All interactions with participants are a **positive** embodiment of SSP
    - Act as a **resource** to participants with any questions or concerns they may have
- Develop relationships with **participants** and **community partners**
    - Maintain an **open, friendly,** and **hospitable** online environment
    - Seek out **feedback** daily about the online program and quickly **implement changes**
    - Identify future **potential staff members** and invite them to be a Staff-in-Training
- **Support** sessions led by other staff
- Respond in a **timely manner** to communication from HQ Staff
- Complete **end of summer report**
    - Provide **feedback** at the end of the summer about the online program

Specific Responsibilities

- Participate in an **online team formation** session in March (half day)
- Participate in biweekly/weekly SD **video calls** with HQ Staff (1-2 hours, March through July)
    - **Communicate** weekly (or more often as needed) with HQ Staff about team status
- **Supervise staff**
    - Actively contribute to **staff training**
    - Facilitate a friendly and safe **working environment** for staff
    - **Coach** staff throughout the summer
        - Conduct **daily** team meetings (20-30 minutes)
        - Conduct weekly **one-on-one check-ins** with each staff member (15-20 minutes)
        - Complete **mid-summer and exit evaluations**, providing a comprehensive assessment of strengths and areas of growth for each staff member
    - Supervise **Staff-in-Training** throughout the summer
- **Set an example** of communication, organization, timeliness, professionalism, and self-care for all participants and staff
    - Foster open team communication and relationship building
- **Act as a liaison** between participants, staff, and community partners
    - Communicate with individuals and group leaders prior to their participation
    - Organize weekly **orientation** of participants (Mondays)
        - Verify receipt of participant online **paperwork**
    - Oversee the handling of any **conflict situations** that arise

Skill & Knowledge Requirements

Demonstrated history of independent and self-motivated work with little oversight and remote supervision. Previous supervisory experience preferred. Strong interpersonal, judgment, and decision-making skills. Excellent communication, organizational, and planning skills. Ability to work in both a team setting and independently, and ability to delegate. Clearly and confidently speak on Zoom, and effectively interact online with a variety of age groups. Comfortable utilizing and navigating G Suite (Google's tools: calendar, gmail, shared documents, sheets, slides, drive). Ability to model progressive Christian values.

Training

SDs will be required to complete online Mandated Reporter training. SDs will receive training during biweekly/weekly SD calls and will lead segments of training from June 16 to 25 for all staff members.

Understanding the Role of the Site Director

The Site Director sets the tone and atmosphere for the entire program. The call of a SD is multifaceted and combines community building skills, leadership gifts, and administrative duties. How the SD does something is just as important as what they do.

1. The Site Director ensures that the online program directly supports the mission of SSP: ***"Building faith and strengthening communities through service to others."***
2. The SD ensures that the spiritual program invites participants to explore their personal faith through the basic principle of ***"discovery, not delivery."***
3. The SD ensures that the online program meets the **current social, emotional, and spiritual needs** of participants, while providing learning opportunities and **connecting** participants with community partners.
4. The SD ensures that **community partners** are invited, welcomed, and their stories and voices amplified.

The Site Director ensures **community** is built through:

1. Participants reaching out to others
2. Staff members supporting and encouraging each other in thought, word, and deed
3. Forming amiable and constructive relationships with our community partners

It is recognized and encouraged that each SD will develop their own style of leadership. Each team will create their own unique flavor, reflecting the personalities and gifts. It is very important that the SD realize that they are the embodiment of Sierra Service Project to participants and community partners.

Employment Dates & Compensation

SDs will be paid hourly for work which begins in March. Estimated 40 to 50 hours total prior to Staff Training. Hours will be irregular and as needed until June 15. Online summer staff can work a maximum of 7 hours a day, up to 35 hours per week from June 16 to July 30.

- **March & April:** (up to 12 hours per month)
    - Biweekly team meetings (1 hour) as soon as hiring paperwork is complete
    - Biweekly SD meetings (1 hour)
    - 1-2 hours of independent work time per week
- **May 1 - June 15:** (up to 25 hours)
    - Biweekly team meetings (1 hour)
    - Weekly SD meetings (1 hour)
    - 1-2 hours of independent work time per week
- **June 16 - 25:** Staff Training: up to 35 hours per week
- **June 28 - July 23:** Participant weeks: up to 35 hours per week
- **July 26 - 30:** Debrief: up to 25 hours per week

Online summer staff are paid hourly for their work. Base pay starts at $14 per hour for all staff with one year of experience. Additional pay is increased by $1 per hour for each additional year of experience.