Site Coordinator Job Description

The Site Coordinator is a voluntary leadership position reporting to the Gordon in Lynn (GIL) intern or GIL staff person connected to her/his community partner site. This is an exciting opportunity to develop skills in visionary leadership, relational organizing, administration, management and human resources within the context of urban community development.

If there is an intern at the community partner, the Site Coordinator will assist the intern in the following responsibilities. In the absence of an intern, the Site Coordinator will be responsible for the following responsibilities to the best of her/his ability:

- Develop an understanding of the Gordon in Lynn mission, learning goals and community development values and infusing them into your campus and community interactions.
- Maintain a decent knowledge of your community partner through regular communication and interaction.
- Attend one GIL orientation/training at the start of the semester. Extra training workshops and events for your own personal development are offered throughout the semester.
- Recruit students serving on the service team at your community partner (if possible, through the GIL recruiting events in September and January).
- Plan and coordinate an orientation for your team as well as any trainings and weekly transportation needs. Maintain accurate weekly records of the numbers of students and their hours which you will hand in at the end of each semester.
- Supervise your service team as needed and, if possible, offer some opportunities for them to reflect upon their experiences alongside larger issues pertaining to the community partner’s mission (i.e. poverty, immigration, education, etc.)
- As a liaison among GIL, your service team and your community partner, you will continually assess the quality of these three relationships and communicate any problems or concerns as they arise to the GIL staff or community partner.

Note: a minimum of 2 hours per week is expected.