



## JOB DESCRIPTION

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| <b>Job Title:</b> SOY Pittsburgh Elementary School Coordinator | <b>FLSA Status:</b> Non-Exempt                                                      |
| <b>Department:</b> Programs                                    | <b>Supervises:</b> SOY Pittsburgh Elementary School Assistants, Interns, Volunteers |
| <b>Reports To:</b> K-8 Student Success Manager                 | <b>Date Written/Revised:</b> August 2026                                            |

### Summary:

The **SOY (Supporting Our Youth) Pittsburgh Elementary School Coordinator** is responsible for overseeing all aspects of the bilingual SOY Pittsburgh (McKeesport location) after school program and summer camp at the elementary school level, and for engaging and supporting SOY Pittsburgh elementary school families. SOY Pittsburgh exists to improve academic outcomes for Latine youth while simultaneously building students' pride in their native language and heritage; thus preparing them for a successful future.

The SOY Pittsburgh Elementary School Coordinator will be committed to supporting the educational success of Latine youth, planning and implementing culturally relevant and engaging activities, collaborating with community partners, and building positive relationships with Latine students, their families, and volunteers.

The SOY Pittsburgh Elementary School Coordinator will also work closely with school staff, parents, and mentors to ensure all student needs are being met. The Incumbent will supervise assistants, interns, and volunteers and will report to the K-8 Student Success Manager and the Director of Programs.

### Essential Duties and Responsibilities:

- Oversee program activities at SOY McKeesport after school program from 2:00-6:00pm, Monday through Friday, at Twin Rivers Elementary School in McKeesport, PA.
- Oversee program activities at SOY Pittsburgh Summer Camp from either in McKeesport, PA or at LCC Pittsburgh Headquarters.
- Plan evidence-based, engaging, after-school activities for K-5th grade Latine students.
- Creatively engage students in academic activities (i.e. language arts, math, science, and language development: Spanish and English) that align with program goals: academic advancement, cultural empowerment, and social-emotional development.
- Assist students with homework.
- Create a positive and welcoming atmosphere that empowers students to take pride in their language and heritage.
- Implement positive classroom management strategies.
- Collaborate and communicate with community partners (e.g. teaching artists, etc.)
- Remain at SOY McKeesport with students until the bus and/or parents pick up all students.
- Maintain safety and security of students and staff at all times.
- Adhere to all policies, laws, regulations, and codes of ethics, and confidentiality as outlined by federal and state laws, and Latino Community Center policies and procedures.
- Follow all school district safety procedures and protocols (e.g. fire drills, lockdowns, etc).



## JOB DESCRIPTION

- Communicate regularly with students' parents and teachers.
- Plan field trips to engage Latine elementary school students.
- Develop and oversee family engagement events and activities.
- Track students' daily attendance.
- Track students' academic growth through diagnostic assessments in ELA and Math.
- Serve and document all food provided to students in adherence with Child and Adult Care Food Program (CACFP) and/or Summer Food Service Program (SFSP) regulations.
- Monitor and evaluate effectiveness of programs.
- Lead and supervise the team of assistants, interns, and volunteers at SOY McKeesport.
- Evaluate SOY Assistants' performance quarterly.
- Participate in all required Latino Community Center team, events, and department meetings.
- Collaborate closely with the K-8 Student Success Manager and other program leaders to support Latine families.
- Perform other duties as needed.

### Competencies (Knowledge, Skills, and Abilities):

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| • Bilingual (Spanish-English) Verbal and Written Communication | • Attention to Detail      |
| • Leadership/Management                                        | • Initiative               |
| • Analytical Ability/Problem-Solving Mentality                 | • Organization/Planning    |
| • Independent Decision Making/Judgement                        | • Flexibility/Adaptability |
| • Compassion/Empathy                                           | • Collaboration            |
|                                                                | • Cultural Humility        |

### Physical Demands and Work Environment:

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This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbents will operate in an office setting, and be required to use a computer with keyboard, telephone, or handheld mobile device for extended periods of time, and office machinery as needed.
- Individuals may occasionally be required to lift, push, pull, and carry up to 20 pounds.
- Incumbents will be required to travel to school sites in McKeesport on a daily basis, to the LCC Pittsburgh Headquarters, and other locations in Allegheny County as needed.

### Position Type and Expected Hours of Work:

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This is a full-time position: 40 hours per week; typical hours during the school year are Monday through Friday 10:00 AM to 6:00 PM, but the incumbent may need to work outside operating hours as requested for special events. Typical summer hours are Monday through Friday 8:30 AM to 4:30 PM.

### Education, Certification(s), and/or License(s) Required:

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- Associate's degree in Education, or related field; **or** equivalent work experience. Bachelor's degree is preferred.
- Candidates must possess or be able to successfully obtain valid Pennsylvania background clearances



## JOB DESCRIPTION

prior to employment:

- PA Child Abuse History Clearance (Act 33)
- PA State Police Criminal Record Check (Act 34)
- FBI Fingerprint Clearance
- National Sex Offender Registry (NSOR) verification
- Complete Recognizing and Reporting Child Abuse Mandated Reporter training in Pennsylvania

### Other Requirements:

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- One (1) or more years of education and development of children and/or families, out-of-school programming, or public education system experience.
- Must possess excellent computer, organizational, and data management skills..
- Must be bilingual in Spanish and English and culturally sensitive to the needs of the Latine
- Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.
- Reliably commute to McKeesport, PA or planning to relocate before starting work (Required)

### Benefits:

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- Health insurance
- Dental insurance
- Life insurance
- PTO and holidays
- Vision insurance

### Compensation:

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- **Hours per week:** 40 Hours/week
- **Rate:** \$40,000-\$42,000