



ELEVATE Coweta Students

Site Coordinator Position Description

Position Title: Site Coordinator

Reports To: Program Director

Location: Embedded within assigned Coweta County School

Position Summary

The Site Coordinator serves as ELEVATE Coweta Students on-campus representative, building meaningful relationships with students, families, educators, mentors, and community partners to remove barriers to learning and help students succeed in school, in the community, and in life. Embedded within an assigned school, the Site Coordinator provides direct student support, coordinates school-wide initiatives, leads group programs, connects families with community resources, and works collaboratively with school staff to improve student outcomes.

The ELEVATE Difference

An ELEVATE Site Coordinator is more than a program coordinator. They are trusted adults, advocates, mentors, coaches, and sources of hope for students navigating life's challenges. Through consistent relationships, compassionate support, and collaboration with school and community partners, Site Coordinators help students overcome barriers that interfere with learning while creating opportunities for lasting success.

Core Responsibilities

- Develop trusted relationships with students, families, school staff, mentors, volunteers, and community partners.
- Represent ELEVATE professionally within the school and community.
- Collaborate with administrators, counselors, teachers, and support staff to identify and respond to student needs.

Individual Student (Caseload) Support

- Maintain an active caseload of students identified as needing intensive support.
- Develop individualized goals and intervention plans.
- Conduct regular check-ins, monitor attendance, behavior, grades, and social-emotional progress.
- Communicate with parents/guardians and coordinate referrals to community resources.
- Document services and measure student outcomes.

School-Wide Student Support

- Operate and maintain a welcoming ELEVATE Room that is accessible to all students.
- Coordinate distribution of food, clothing, hygiene products, school supplies, and other basic needs.
- Respond to student crises and provide short-term intervention and support.

Mentoring

- Work with the Program Director to recruit, onboard, schedule, and support volunteer mentors.
- Promote mentoring opportunities within the school and ensure successful mentor-mentee relationships.
- Coordinate and execute weekly mentoring sessions within the school for all mentors

Family & Community Engagement

- Build partnerships with churches, civic organizations, businesses, and service agencies.
- Connect families with resources and participate in community outreach and fundraising activities as requested.

Data & Accountability

- Maintain accurate records in accordance with ELEVATE policies.
- Track interactions, supports, outcomes, and grant metrics.
- Prepare reports and participate in program evaluation.

Professional Expectations

- Maintain confidentiality and professional ethics.
- Participate in staff meetings, professional development, and continuous improvement.
- Perform other duties as assigned consistent with the mission of ELEVATE.

Qualifications

- Bachelor's degree in Social Work, Counseling, Psychology, Education, Human Services, or related field required.
- Experience working with children, adolescents, or families required.
- Strong communication, organization, collaboration, and problem-solving skills.