



155 WYN Way • Boone, NC 28607
(828) 264-5174 • Fax (828) 264-0838
westernyouthnetwork.org

Remote Learning Coordinator, Ashe County

Job Description:

The Remote Learning Coordinator is responsible for overseeing students who are enrolled in Ashe County Schools (in person; not virtual academy) on their remote learning days. The person in this position will supervise and build relationships with school age students, assist with academics, supervise volunteers, and maintain a structured and safe environment for the students, to include ensuring that all proper COVID protocols are being followed (masks, sanitizing, hand washing, physical distancing).

Qualifications: Previous experience working with youth is highly encouraged. A two-year degree is required. The successful candidate will possess outstanding people skills, be trauma skilled, have the ability to troubleshoot issues that may arise for youth at the program, and the ability to build rapport with young people. Candidate must be highly self-motivated and demonstrate an ability to manage multiple tasks at once as well as adaptability and flexibility.

Position Responsibilities:

- Lead developmentally appropriate activities for groups of participating K-6th grade students to support the program mission and goals.
- Be actively involved and supervising participants at all times. Participants should be in line of vision of an adult staff at all times. Designated high-risk participants should be within a few feet of an adult as much as possible.
- Take student head counts on a regular basis.
- Build relationships with students and hold them accountable and responsible for their behaviors.
- Provide on-site supervision for interns and volunteers.
- Develop weekly and monthly schedules that are consistent with the program goals.
- Provide primary supervision for all assigned participants attending the program.
- Provide/coordinate daily academic assistance for participants.



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- Maintain a positive and professional relationship with participants' parents/guardians.
- Maintain accurate records and files for all assigned participants including (but not limited to) daily notes.
- Communicate student activities and program information to parents/guardians.
- Organize and set up equipment as necessary to carry out program activities.
- Coordinate evening clean up and securing of all facilities.
- Develop and maintain a supportive and professional rapport with students.
- Develop and maintain good working relationships with colleagues, supervisors, parents, collaborating partners, public school personnel and WYN staff.
- Keep Director of Student Programs and Lead Programmer informed of the students' progress and/or potential challenges.
- Participate in supervision meetings with directors and request guidance with challenging students.
- When offered, attend additional trainings, meetings and seminars to maintain first aid, CPR, and Love and Logic certification/training, ACE training, resiliency training, and Motivational Interviewing training.
- Read, listen, and keep up to date on current research and practices in trauma, resiliency, and stress fields
- Follow all policies and procedures described in the WYN Policies and Procedures Manual.

Supervision: The After School Site Leader will report directly to the Lead Programmer.

Hours of Work: This is a temporary full-time position which will last for the duration of remote learning. Hours for this position will be Monday-Friday 7:30am-3:30pm.

Salary/Benefits: This position pays \$31,200 (gross amount) annually and is also eligible for paid health insurance and paid leave time.



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Application Process: please send cover letter, resume and 3 professional references to Heather Canipe at canipeh@westernyouthnetwork.org by September 18th at 5pm.