

Date posted: December 16, 2025

Pay: \$38,000.00 - \$42,000.00 per year

Job description:

Program Site Coordinator Mount Morris New York

Job Purpose

The Program Site Coordinator will be responsible for meeting the needs of the client, helping the client achieve their goals and fulfill their needs, and ensuring successful program and office operations at the program site. Duties include guiding, assisting, and motivating the client, recruiting clients, and scheduling meetings and activities. Site duties include: coordinating services and supervising all on-site staff and volunteers. The Program Site Coordinator will serve as the liaison between the student entering employment and the employer to promote job retention and student skills development. The Program Site Coordinator will have the ability to make decisions, strong communication skills, work well with adults, manage multiple tasks and priorities, be aware of resources, make referrals and follow up, and maintain confidentiality.

Job Results and Duties

- Oversees daily program operations to ensure adults receive the highest quality educational and support services; provides on-site supervision and assists in the coordination of program services.
- Plans for the delivery of the overall program and its activities in accordance with the mission and goals of the organization.
- Assesses student needs and provides assistance and case coordination to remove barriers to student participation in the program. Refers clients to appropriate community agencies. Works with agencies and service providers to facilitate case coordination and information sharing.

- Maintains case records including detailed case notes, referral and outcome documentation, class hours, and documents all program activities according to NYS Department of Education guidelines.
- Asses students pre and post educational needs by conducting the TABE, Best Literacy, and Best Plus assessments.
- Serves as a career coach for all students seeking employment and/or recently employed by maintaining communication with the employee and employer to promote job retention and support.
- Enters all data into the ASSISTS collection system.
- Conducts all follow-ups and communicates effectively with students, agency and partner staff, and employers.
- Works closely with local law enforcement agencies, schools, and health and welfare agencies to increase access and awareness of services, availability, and community coalitions.
- Makes recommendations for areas of program improvement.
- Networks with other agencies regularly to stay informed about services and resources.
- Maintains all confidential information.
- Protects the financial resources of the agency initiatives by controlling expenses, submitting financial reports to various funding streams, and fundraising.
- Promoting positive agency image and credibility by consistently demonstrating teamwork with LWNYS staff and collaboration agencies while maintaining professional conduct.
- Contributes to the LWNYS team effort by participating in all other programs and activities as needed.

Job Qualifications

The successful Program Site Coordinator will have a Bachelor's Degree or higher in Human Resources, Social Work, or related field; or Associate's Degree in Human Resources, Social Work, or related field. Two years of experience working in a position involving knowledge of human services and community agencies. Candidate must have excellent communication skills (verbal and written), strong interpersonal skills, and the ability to successfully manage multiple priorities effectively. Knowledge of local resources and organizations is a plus. Experience with all Microsoft programs required. Willingness to work some weekends. A valid, clean driver's licence with reliable transportation is required. LWNY is an EO/AA employer.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Education:

- Bachelor's (Preferred)

Experience:

- Supervising Experience: 1 year (Preferred)
- Social Work: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: In person