

**A Typical Site Coordinator's day**  
(schedule differs slightly between schools)

8:00am	Wake up, shower, eat breakfast, fill up water bottle, and run out the door
8:30am	Arrive at school, put away backpack, and check into the front office
8:30 -9:20am	Finish paperwork, check work emails, return any work phone calls
9:20 - 9:50am	Roll equipment out to the playground and set-up for Recess Check-in with Junior Coaches and assign tasks for recess
9:55 - 10:35am	Check out equipment to students coming out to <b>Recess</b> , Play game of the week and help with a conflict resolution (ro-sham-bo), Return to equipment area and check equipment back in, Check-in with <b>Junior Coaches</b> about recess
10:35 - 11:25am	Go over lesson plans for first Class Game Time Meet class out on the playground and run <b>Class Game Time</b>
11:25 - 12:05pm	Prep for lunch Recess Check-in with Junior Coaches and assign tasks for recess Check out equipment to students coming out to Recess Run practice with co-ed volleyball team for <b>Leagues</b> game Return to equipment area and check equipment back in Check-in with Junior Coaches about recess
12:05 - 1:00pm	Go over lesson plans for second Class Game Time Meet another class on the playground and run Class Game Time
1:00pm	Clean up equipment from the playground yard
1:15 - 2:15pm	Take a lunch/bathroom break
2:15 - 2:45pm	Make lesson plans for next week
2:45 - 3:00pm	Prep for After School Program
3:00 - 5:00pm	Run the <b>After School Program</b>
5:00 - 5:30pm	Clean up After School Program space, ensure all kids are picked up, and call parents
5:30pm	Head home smiling

Parts of a Site Coordinator's Day

- ~ **Recess** - create a safe and inclusive playground yard.
- ~ **Junior Coach Program** - organize a youth leadership program.
- ~ **Class Game Time** - lead individual classes in skills building, cooperative games, and activities.
- ~ **After School Program** - organize a homework/snack and a physical activity period for 25 students.
- ~ **Leagues** - recruit and coach students for the developmental sports leagues.