

Position: Before/After School Program Site Director
Supervisor: Recreation Director
Status: 20 hours per week
Rate: \$800/week
Work Schedule: Before & after school, academic year only

Job Summary: Under the direction of the Recreation Director, the Site Director will be responsible for maintaining the coordination, implementation, and administration of all enrichment programs. The specific duties of the Site Director include program development and management, carrying forth prudent fiscal management, participation in staff development, and offsite collaborations. S/he will provide a safe, nurturing, and well-supervised before and after school program; be the liaison with parents, collaborators, school management, volunteers, and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. The Director is directly responsible for creating a positive, fun and safe atmosphere.

EDUCATION and/or EXPERIENCE:

- *It is preferred that the Site Director possess a BA/BS and have 2-3 years experience in developing and implementing enrichment programs.
- *Must pass a background check
- *First Aid and CPR certification required.
- *Possess excellent communication, supervisory, administrative, and fiscal management skills.
- *At least six months experience working with youth in a classroom, after school, or recreation environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Development:

- *Ability to create and implement fun, engaging developmentally appropriate activities in the areas of project based learning, fitness and recreation, academics/enrichment.
- *Responsible for immediately reporting and documenting any and all injuries or incidents
- *Implementation and successful delivery of all activities
- *Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program.
- *Communicates with the Recreation Commission on a regular basis regarding program activities.
- *Design a site program schedule/calendar together with site team that includes a variety of educational, enrichment, and recreational activities.
- *Develop rapport and build relationships with faculty, staff and member families.
- *Manages monthly, or as needed, the site calendar completion, supply order requests, binder set-up, enrollment rosters, and emergency contact information.
- *Works with collaborative partners and other providers to implement programs that reinforce program success.
- *Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities and perform housekeeping responsibilities.
- *Communicates effectively and in a professional manner with staff and parents on a regular basis regarding program activities and all other stakeholders.

- *Ability to make programmatic changes based on organizational requirements.
- *Ability to clearly convey messages regarding organizational policies, procedures and practices.
- *Ability to recognize potential issues and apply problem solving methods as needed.
- *Ability to observe staff and student behavior, assess its appropriateness and apply the appropriate behavior management technique, positive redirection, or corrective action as necessary in order to support positive behavior choices.

Program Management:

- *Supervise, train, mentor, coach, and manage all staff, students and volunteers in the program at the site.
- *Provides performance management, feedback, and timely performance evaluations.
- *Ability to work with, develop, lead, mentor, and supervise youth ages 4 to 12 in small and large groups.
- *Awareness of and adherence to site budget.
- *Ability to adhere to purchasing policy.

OTHER RESPONSIBILITIES

- *Adheres school district on-site safety expectations and implements the safety plan at the site
- * Accurately completes and submits time cards/payroll records, incident reports, and rosters.
- *Report all absences, no-call/no-show, tardiness, or requests for time off to Recreation Director
- *Supports and implements human resource policies and procedures.
- *Ability to communicate effectively and demonstrate sensitivity to others.
- *Attends meetings and trainings as required.
- *Demonstrate reliability and punctuality by arriving on-time for scheduled shift and completing supervisory responsibilities in a timely and thorough manner.
- *Supports and complies with organization and site policies and follows procedures.
- *Performs other duties as assigned.
- *Submit weekly attendance reports
- *Report all incidents/accidents within an hour of occurring.
- *Overall organizational support, as needed.

WORK ENVIRONMENT

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines.

Resource and equipment management are integral components to make the position successful. Staff and member supervision is a key requirement; the Site Director must be able to implement activities, while maintaining program safety.

OTHER SKILLS:

- *Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- *Ability to engage in physical activity with members without limitation.
- *Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.
- *Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents, and community leaders.
- *Ability to communicate effectively and demonstrate sensitivity with others.
- *Excellent organizational and management skills.
- *Knowledge of developmental needs of school age children.
- *Ability to manage and supervise large groups.

*Ability to monitor payments, budget and reporting procedures as dictated at your site – including, but not limited to, income and expense, daily sign in/out requirement

Benefits And Compensation: This position is paid at an hourly rate. There are no medical benefits associated with this position. Children of the Director will be allowed to attend for free.