



TAMASSEE DAR SCHOOL

“Reaching for the Stars”

JOB TITLE: Afterschool Program Director

DEPARTMENT: Education

SUPERVISOR: Chief Executive Officer

CLASSIFICATION: Hourly

Position Summary: The Afterschool Program Director will assist the Chief Executive Officer with day-to-day supervision responsibility for all aspects of the afterschool program consistent with state and federal laws as well as policies including programming development, facility, technical and human resources management, revenue identification, budget management, and overall program integrity.

Essential Functions and Responsibilities

- Creates and maintains a safe, fun loving environment that provides growth opportunity for all students to achieve to the optimum of their ability and all staff to function efficiently toward the fulfillment of that end.
- Responsible for all aspects of oversight and implementation of data driven initiatives related to the afterschool programs.
- Front-line accountability for quality program delivery including core programs, new initiatives, summer programs, junior staff development program and outcome measurement systems.
- Trains, monitors and develop staff so that programs are well delivered. Responsible for direct supervision of part-time program staff and program volunteers.
- Works with other school administrative personnel to ensure adequate funding to support the afterschool program including identification and implementation of grants, knowledge of, initiation, and ongoing engagement with applicable public funding opportunities and development of relationships with other sponsors/donors that lead to financial support of the program.
- Research new or existing programs and “best practices” in other local, state and national programs and develop plans to either model and implement or suggest elimination from afterschool offerings as appropriate.
- Be knowledgeable and adjust the programming accordingly in light of changing industry demands.
- Prepare information for reports to the Tamassee DAR School Board of Trustees when necessary.
- Develop and maintain relationships with industry professionals to promote the goals of the program.
- Provides oversight and direction for marketing of program and recruitment and admission of students.
- Plans, develops, evaluates and oversees implementation of arts, education, social recreation, health and physical education, computer center and specialty programs, activities and services that prepares youth for success.
- Surveys students’ interest in programs, tracks member participation in programs, and outcomes. Works with Chief Executive Officer to plan and implement changes to improve results.
- Develops monthly/quarterly program schedule and plans implementation with program staff. Promotes and markets programs to program students via meetings, announcements, bulletin boards, flyers, mailing, posted schedules, etc.
- Ensures designated and daily year-round and summer programs meet stated objectives, member needs and interests, are organized and engaging and result in high participation.
- Ensure programs are inclusive to all genders, abilities, and cultures.
- Plans, execute, and collect program data to support measures and report outcomes; prepares programs’ reports, as needed.
- Monitors program delivery, works with program staff to plan and implement improvements. Communicates with program staff, students and partner agencies to insure understanding of programs opportunities, schedule and plans when outside entities participate in program delivery.
- Plans special events and field trips, ensures they are properly supervised and released and other paperwork completed. Helps plan and oversee implementation of opportunities to recognize program students.
- Works with the Chief Executive Officer to handle crisis situations and takes action to resolve conflicts, disputes and concerns of staff, students, volunteers, and parents.
- Ensure age and stage appropriate programming which is relevant and passion-driven.
- Works with Chief Executive Officer to develop program budget. Approves program expenditures to authorized level; ensures expenditures considered costs and best value.

- Helps Chief Executive Officer plan, schedule and control hours worked by program staff. Seeks to optimize use of donated and free resources.
- Help meet the quality improvement efforts of Tamassee DAR School by supporting and encouraging a culture of excellence and continual improvement.

Required Qualifications

- Bachelor's degree with 4 years professional experience in Youth Development, Education, or related field.
- A minimum of two years' work experience directly with youth, in a Boys & Girls Program or similar organization managing full-time/part-time staff, and planning activities based on the developmental needs of young people.
- Knowledge of local, state and federal laws related to career and technical education, labor and industry.
- Experience with Program Management and Development.
- Flexibility to work afterschool program hours, especially as seasons and service needs change.
- Must have excellent Interpersonal Skills and Collaborative Skills.
- Must have experience developing and maintaining effective partnerships and community relations.
- Experience with Fiscal Planning and Budget Management.
- Experience in writing and administering grants.
- Understanding of Cultural Competency.

Supervisory Responsibility:

- This position manages all employees and volunteers of the afterschool program and is responsible for the performance management, development and hiring of the employees within that department.

Additional Leadership Duties:

- Serve as a member of the Department Leadership Team
- Other duties as deemed necessary by the Chief Executive Officer

Competencies:

1. Human Resources Capacity.
2. Organizational Skills.
3. Results Driven
4. Teamwork Orientation.
5. Communication Proficiency.
6. Technical Capacity.
7. Business Acumen.
8. Performance Management.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Community-based location that serves youth, families and community members daily. Frequent contact with employees, community-based organizations, families, students, and community members. Some required travel to afterschool programming locations and community partners. Atypical work schedule, including evening and weekend work.

Physical Demands

The position requires walking and climbing stairs; light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.