



Position: Site Director
Supervisor: Program Director
Status: Hourly / Non-Exempt
Hours: 1:00pm – 6:30pm / other times as determined by Program Director

Job Summary

Under the direction of the Program Director, the Site Director will be responsible for maintaining the coordination, implementation, and administration of enrichment/academic programs at their designated site. S/he will provide a safe, nurturing, and well-supervised 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. A Site Director's ability to establish authority through leadership, communication, and most importantly patience, will be required in providing a solid educationally based program for students.

The site director of the afterschool program is also responsible for the recruitment, hiring, and training of staff at their designated site. The site director serves as the immediate supervisor of the staff. Site directors also perform performance evaluations and develop professional development plans for the staff to ensure the program maintains a high level of quality.

Education and Experience

- It is preferred that the Site Director possess a BA/BS and have 2-3 years experience in developing and implementing enrichment programs.
- Associates Degree required.
- Ability to speak and write Standard English appropriate in a public school setting.
- First Aid and CPR certification required.
- Strong communication, supervisory, administrative, and computer skills.
- At least six months experience working with youth in a classroom, after school, or recreation environment

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. Site Director is expected to wear appropriate LEAP YDO uniform at all times.



Essential Duties and Responsibilities

- Oversee and model appropriate implementation of educational, fun and developmentally appropriate lesson plans / activities in the areas of STEM, Creative Arts, Organized Recreation and Enrichment.
- Implementation and successful delivery of LEAP YDP programs.
- Design a site program schedule together with the Program Director that includes a variety of educational, enrichment, and recreational activities that align with LEAP YDP requirements.
- Communicate effectively and in a professional manner with LEAP YDP administration, site staff, parents and school administration regarding program activities.
- Develop rapport and build relationships with school faculty and families of students enrolled.
- Manages monthly, or as needed, the site calendar, supply order requests, binder set-up, enrollment rosters, and emergency contact information.
- Ability to recognize potential issues and apply established LEAP YDP procedures and 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.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established LEAP YDP procedures for notification to parents and LEAP YDP administration.
- Maintain cleanliness in all areas including upkeep of equipment and facility in an acceptable manner.
- Supervise, train, mentor, coach, and manage staff, students and volunteers in the program at the site. Provide goals to support site staff as contribution to professional development in line with the objectives, policies, and procedures of LEAP YDP.
- Conduct weekly staff meetings.
- Ability to work with, develop, lead, mentor, and supervise youth ages 5-11 in small and large groups.
- Ensure that staff to student ratio is compliant with state requirements.
- Assist in maintaining comprehensive student records including but not limited to attendance and discipline records. Produce reports as required.
- Hold staff accountable to program expectations as established by LEAP YDP administration.
- Enroll students in accordance with the LEAP YDP and school district regulations, maintaining all necessary attendance and member records.
- Adheres to LEAP YDP and school district on-site safety expectations, implements the safety plan at the site, and carries out monthly drill to be tracked on-site in emergency drill logs and assessments.
- Coordinate and provide support for the food program. Request snacks daily and maintain accurate records for daily reporting and reimbursement.
- Report all absences, no-call/no-show, tardiness, or requests for time off to the Program Director.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Attends Site Director meetings, collaboration meetings, and other training as required.
- Demonstrate reliability and punctuality by arriving on-time for scheduled shift and completing supervisory responsibilities in a timely and thorough manner
- Maintains the highest degree of confidentiality in student, staff, and management matters
- Supports and complies with organization and site policies and follows procedures.
- Notify parents/guardians by text and/or email of student accidents, injuries and behavior issues. Record parent contact, behavior issues and injuries in Kangarootime.
- Performs other duties as assigned.