

Afterschool Program Site Director

REPORTS TO: Department Director

FLSA STATUS: Exempt

LOCATION: Glencoe Elementary School

WAGE: \$33,280 - \$39,728 DOE

JOB SUMMARY: The Afterschool Site Director is responsible for staff and program supervision and is accountable for daily site operations as well as the direct care and supervision of children in PJA before and afterschool programs. This position provides an atmosphere and environment conducive to the intellectual, social and emotional development of students in an afterschool setting and engages program participants in academic enrichment and support, arts, active recreation, community building, service learning, life skills and leadership activities, as well as supporting the development of staff, systems and resources. This position requires large group management skills and project-based learning experience, with a focus on community building and a strong understanding of one on one relationship building.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Observe and evaluate staff and children; model appropriate problem solving behavior; implement disciplinary and safety measures as necessary. Develop activity programs in consultation with the department director; ensure that programs meet licensing and quality standards and interact with Office of Child Care licensing specialists. Build and maintain positive school and community partnerships, meet with school principal monthly.
2. Collaborate with team on program planning, communication, behavior management and oversee site operations; as well as across PJA Afterschool programs to support overall success of the department. Supervise the planning and teaching of curriculum in school setting for program participants and ensure quality program delivery. Participate in staff selection processes; evaluate and manage performance.
3. Monitor daily participant attendance and tracking systems; contact participant's family in the event of an unexcused absence; conduct intermittent headcounts throughout assigned shift. Monitor transitions from activity to activity; assure that participants are where they need to be. Ensure the general safety of staff and program participants; respond appropriately to incidents and injuries, provide first aid if necessary. Dispense and record medications. This position may deliver direct services to program participants in the event of short staffing ratios or when the program has less than 40 participants.
4. Plan monthly snack menus in accordance with proper licensing and quality standards; perform weekly shopping trips for snack food, serving items and any activity and program supplies; Monitor refrigerator/freezer temperature.
5. Keep parents informed of daily issues and progress; maintain confidentiality. Create and distribute email updates/announcements as needed. Create and distribute monthly newsletters and calendars (activity and snack); submit newsletter and calendars to department director. Give program tours to prospective participants. Check and respond to daily program communications.
6. Ensure that records are complete and properly maintained. Manage multiple administrative functions for the site including but not limited to timecards, written reports, budgeting, billing, and registration. Assist department director with management activities, as requested. Plan, attend and participate in required trainings and meetings; participate in special programs as required.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Bachelor's Degree in an education-related field; OR
- two to five years of qualifying experience and/or training; or equivalent combination of education and experience.

ADDITIONAL QUALIFICATIONS:

- Attainment of step nine or above in the Oregon Registry of Professional Development and/or equivalent training/experience
- Current Child First Aid/CPR certifications within 45 days of hire.
- Current enrollment in the Oregon Central Background Registry.
- Training in Recognizing and Reporting Child Abuse and Neglect within 30 days of hire.
- Health Safety and Nutrition training and Food Handler's Certification within 30 days of hire.
- Age 18 or above.
- A valid driver's License

Knowledge: Knowledge of PJA afterschool program policies and procedures; knowledge of Oregon afterschool program quality standards; knowledge of OCC certification requirements; knowledge of basic management and leadership skills; knowledge of employee supervisory practices and techniques; knowledge of youth development; knowledge of developmentally-appropriate behavior management techniques; knowledge of age-appropriate activities; knowledge of safe food handling and proper first aid

Skill: Must be adept at using various computer applications including Google and Microsoft suites

Ability: Ability to communicate effectively with youth at their individual developmental levels; ability to develop and effectively execute age-appropriate enrichment activities; ability to organize and execute work independently; ability to accurately compile required records and reports; ability to meet weekly and monthly deadlines; ability to supervise and manage groups of varying sizes; ability to meet and deal courteously and effectively with other employees, parents, and the public; ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise; ability to support the PJA and its leadership; ability to work assigned schedules; ensure the appropriateness of program activities according to age and developmental levels of participants; meal planning and preparation; ability to directly supervise staff and children; ability to purchase necessary supplies and maintain expenditure budget; ability to operate the program in compliance with certification requirements.

PHYSICAL REQUIREMENTS OF THE POSITION: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological and environmental conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 50 pounds unassisted), bending, stooping, reaching, standing, climbing and walking. Work requires vision and hearing within normal ranges, and clear speaking ability.

BENEFITS: In addition to being a great place to work, PJA offers the following benefits package to our employees. As a Full Time Employee of PJA, you are eligible to participate in our Medical (fully or partially employer paid depending on the plan you select), optional Dental, LTD plans and a 401k plan. We also offer a generous time off plan including: Sick Leave, Vacation, Personal Time (PTO-3 days/year) and Holiday. Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees round out this generous benefits package.

