



Position: Before/After School Program Director

Job Overview:

The Before/After School Program Director is responsible for the overall supervision and coordination of site staff, students, and daily program activities. This role requires strong leadership, organization, and the ability to work in a lively, fast-paced environment filled with joy and excitement. The Director must prioritize safety and ensure all planning and preparations are thorough. The position involves outdoor activities in various weather conditions, including sunny, wet, or humid environments.

Qualifications:

- High school diploma or equivalent required.
- Minimum of one year of experience working with elementary school-aged children.
- Basic knowledge and understanding of school-aged children's needs and behaviors.
- Self-starter with the ability to work independently and with minimal supervision.
- Strong verbal and written communication skills.
- Proficient in basic computer skills.
- Ability to follow written and oral instructions.
- Capable of addressing questions from staff or parents and directing them to appropriate resources if needed.
- Honest, reliable, and professional in appearance and demeanor.
- Must be in good physical condition to perform duties.

Key Responsibilities:

- Provide effective leadership to staff and students during program activities.
- Foster a warm, welcoming, and caring environment for students.
- Maintain open communication with St. Teresa School staff and other school personnel.
- Interact and communicate effectively with parents during daily drop-off and pick-up times.
- Ensure a safe and secure environment for all participants.
- Keep accurate attendance records and manage sign-in/out procedures.
- Promote a positive and collaborative work environment with co-workers.
- Supervise and guide aide staff in all program-related tasks.
- Report any issues or concerns involving students, staff, or the school to the appropriate personnel.
- Oversee the preparation and organization of program activities and room setup.

- Ensure the program space remains neat and orderly at all times.
- Perform additional duties as assigned by supervisors.
- Clean and organize the room after program activities conclude.
- Remain flexible and adaptable to changing circumstances.

Work Hours and Compensation:

This is a part-time, non-exempt hourly position, paid twice monthly. The Director will work between 18-22 hours per week, with hours varying based on the school day schedule. Regular work hours are 7:30-8:30 AM and 2:45-5:30 PM on standard school days, and 7:30-8:30 AM and 11:45 AM-5:30 PM on minimum school days. A work schedule will be provided.

Environmental Conditions:

The position may require working in various weather conditions, including exposure to heat, cold, humidity, and other outdoor elements.

Additional Considerations:

- Set a positive example for staff and students, maintaining professionalism at all times.
- Use good judgment and demonstrate strong problem-solving skills.
- Maintain all required administrative tasks, including attendance records and accident/injury reports.
- Represent and enhance the public image of the school in all interactions with the community.
- Be prepared to handle conflicts and resolve problems that may arise with students, parents or staff.
- This role may involve working under stressful situations, especially if first aid is required.
- Prolonged standing and physical activity are required.