

Communities In Schools is seeking (3) Part-Time Program Managers

Position begins: July 20, 2015

Position ends: May 17, 2016

Position Description: Part-Time – Program Manager

Responsible for 21st CCLC after school programs which provides services to support student learning and development, including academic enrichment, tutoring, mentoring, and homework help, as well as music, arts, sports and cultural activities. They also offer literacy and other educational services to the families of participating children.

Essential Functions:

- Must complete tutor certification via NTA Regional Training Center
- Be responsible for the daily operation, coordination and implementation of after school learning and enrichment activities at their respective sites.
- Be a positive role model, provide opportunities for students to do well, develop and strengthen activity and social skills, and support student success.
- Plans and schedules program activities.
- Work cooperatively and collaboratively with staff, parents and community leaders.
- Report directly to the 21st CCLC Executive Director and/or Director of Programs.
- Maintain staff Timesheets.
- Hold weekly 15 minute staff meetings. (*Must document attendees and subject*).
- Oversee drop off and pick-up of students. (*Maintain student attendance log*).
- Provide supervision of students and tutors at all times.
- Communicate with school-day teachers regarding specific student needs.
- Maintain a Lesson Plan with daily activities based on program goals.
- Establish and communicate to tutors well-defined objectives for each lesson, including related projects and activities.
- Assist and support tutors as needed to ensure outlined activities are delivered as intended.
- Oversee enrichment instructors and enrichment projects to ensure timely completion including lesson plans.
- Participate in and evaluate the effectiveness of daily activities and report findings.
- Maintain program records.
- Be responsible for coordination and distribution of daily snacks.
- Account for school and program property, as required.
- Follow school regulations regarding emergency procedures.
- Follow other job-related duties as assigned by the Program Director.
- Attend 21st CCLC staff meetings or training when requested.

Qualifications

- Course Work in human services, public administration, education or related area; plus a minimum of three years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Supervisory and/or management experience highly desirable.
- Valid Indiana Teacher Certificate, desirable but not required.
- Pass Drug Test. Pass Background/Fingerprint Clearance (if on file with school system, a copy must be provided to the 21st CCLC Program Director).

- High degree of organizational ability and the ability to work independently with limited supervision. A demonstrated capacity to manage many projects and activities simultaneously.
- Demonstrated knowledge of child growth and development and experience working with children and families. Effective in working with diverse populations and needs. Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.
- Knowledge and experience with a wide range of community resources including human services, healthcare, education, recreation, employment and basic needs necessary. Advanced understanding of complex organizations and service delivery systems and how they function.
- Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with school staff, parents, students, volunteers, service providers and other team members. Ability to establish credibility with school personnel.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Ability to interpret, comprehend and transmit complex and detailed instructions in order to plan and perform job duties. Ability to pay close attention to and manage details while maintaining a focus on the big picture and longer-term program goals. Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.
- Essential to possess experience and proficiency with personal computers, word processing software, spreadsheets, the internet, electronic mail, and databases.

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Additional Information:

- Position requires a valid teaching certificate or a Bachelor's degree to be considered.
- Position is offered at the rate of \$22.50/hr. (If you have a valid Teaching Certificate) \$18.00/hr. (For Bachelor's Degree without Teaching Certificate)
- Up to 15 hours a week.
- Send a copy of Resume to: mentoringec@gmail.com with a Cover Letter requesting an interview.