

**Part-Time – Program lead**

Responsible for afterschool program at selected site to provide supervised activities for school age children in a safe environment.

**Essential Functions:**

* 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 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.
* 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.

**Qualifications**

* Course Work in Early Learning Child Development, 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.
* 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.
* Supervisory Work preferred

**Additional Information**

* Rate: Discussed at interview
* If interested, **please provide cover letter and resume and send to mentoringec@gmail.com**