



Job Title: After School Site Director
Team: After-School
Classification: Full Time
Reports To: Director of After-School Program
Effective Date: Interviewing Now

Mission

The mission of the After School Site Director is to manage all aspects of the day-to-day operations of one Ezekiel After School and Summer Camp Site. The Site Director will take ownership of the operational and people leadership of the program including staff, volunteers, parents, and children. They will ensure the program is carrying out the mission of God according to Ezekiel Ministries' vision.

Requirements: 40+hrs /week

- After-school Enrichment Program: Monday-Friday 2-6 p.m.
- Summer Camp: Monday-Thursday 11:30-5:30 p.m.

Must be committed, relational, and gospel-centered. Must be proficient in the leadership of kids and adults. Must be patient, and have experience working with children and or families in low-income areas. Must be well spoken and able to implement reading intervention techniques (training available), must be knowledgeable about the Bible, and confident in teaching it, and helping others teach it. Must be flexible and able to change plans quickly. Must be able to interact with parents, teachers, and volunteers on their level, which varies greatly.

Position Qualifications

- Minimum 2 year commitment
- Minimum 3 years experience with children/youth
- Must have reliable transportation and a clean driving record
- Bachelor's degree preferred

Position Responsibilities

- Oversee daily operations and coordinate activities of Ezekiel After-School Enrichment and Summer Camp Programs.
- Build and maintain partnerships to establish Donors, Enrichment opportunities, mentors, consistent volunteers, and community support for the program.
- Create an atmosphere to build morale, encourage learning, and enhance fun
- Must be competent in learning new technologies
- Provide guidance and role modeling to students, staff, and volunteers
- Drive a minibus (No CDL Required) to transport students
- Display ability to get along with diverse personalities while displaying professionalism and maturity at all times (this includes student, parent, staff, and community interactions)
- Visit partner schools to build and maintain relationships with teachers and staff
- Communicate with parents and teachers about students' behavioral and academic progress

- Meet licensure and food program requirements (this includes receiving meal deliveries for the After-school Enrichment and Summer Camp Programs)
- Provide supervision of students at all times
- Plan and actively engage in program events, and community outreach
- Demonstrate an understanding of youth development competencies
- Report any safety concerns regarding students' well being.
- Prepare weekly and monthly reports as required
- Maintain a good inventory of supplies and re-stock when appropriate.
- Facilitate site specific staff meetings and professional development
- Participate in Staff development and weekly planning sessions.
- Participate in daily/weekly cleanings of program facilities.
- Develop and maintain a team of volunteer and paid substitute teachers to ensure absent teachers have good replacements, and students have proper care
- Monitor employee hours and submit them for payroll
- Assist with recruiting, interviewing, and training new staff and volunteers.
- Coordinate with the Mentor Director to ensure that every child at your afterschool is screened and ready to be matched with a mentor.
- Update donors, volunteers, and parents with monthly Newsletters.
- Organize field trips for both afterschool and summer camp.

Contact info@ezeministries.org to apply