



Before and After School Program Director

Reports To:	Executive Director
FLSA Status:	Non-Exempt
FT/PT Status:	Part Time
Direct Reports:	SACC Youth Development Professionals
Pay:	\$18-\$23/ hr

Job Summary:

The Before and After School Program Director oversees the staff, programs, and community relationships at the Lake Shore Club Location. Under the supervision of the Executive Director and Operations Manager, they ensure that the Club is continuously operating in accordance with organizational and state standards while also carrying out and supporting the Mission of The Boys & Girls Club of Lake Shore.

Essential Duties and Responsibilities:

- Directly responsible for the overall operations of the program. Demonstrate success through the completion of the Accountability Chart. Meet regularly with the Management team to evaluate progress.
- Ensure the site maintains compliance with all School Aged Child Care regulations.
- Incorporate the goals for youth in the club in all decisions, behaviors, and actions; which include, creating a positive self-identity, developing core competencies, giving youth a self of community and civic involvement, increasing their awareness of good health and well-being, and instilling a good moral compass in order to build positive relationships.
- Responsible for ensuring appropriate program curriculum has been carried out, which will engage youth based on the Core Program Areas of C.H.A.S.E. (Character & Leadership Development, Health & Life Skills, the Arts, Sports, Fitness & Recreation, and Education & Career Development).
- Responsible for implementing and supporting the Five Key Elements which are shown to produce a deepening level of impact with the youth, which includes; a safe, positive environment; fun; supportive relationships; opportunities and expectations; and recognition.
- Create and monitor staff schedule as program necessitates, ensuring the correct ratio of staff and members to comply with grant requirements.
- Communicate with parents of members regarding progress, issues, disciplinary matters, permissions, and concerns at member pick-up time or via email/ phone.
- Delegate tasks and responsibilities to staff members.
- Schedule and direct weekly staff meetings, taking meeting minutes and file accordingly for regular inspection.
- Attempts to solve conflict should be done in a manner which will result in a positive outcome for the youth.
- Monitor Club inventory and order supplies as needed utilizing agency policies and procedures for purchasing supplies.
- Provide tours to prospective members, member parents/guardians, and community partners.
- Perform other duties as assigned and required.
- Train, coach, develop, and mentor staff.
- Ensure staff members are educated on Agency mission and goals and that it is incorporated in all decisions, behaviors, and actions.
- Meet individually with staff members on a regular basis to discuss performance and address questions and concerns.
- Perform other duties as assigned and required.

**Professionalism:**

- Maintains required attendance and punctuality to ensure appropriate coverage
- Adhere to the Personal Cell Phone Policy.
- Shows respect and courtesy in all interactions with all agency relationships.
- Act as a positive Role Model to all members while maintaining a professional relationship.
- Support and communicate with supervisor and co-workers in a cooperative manner.

Qualifications:

- Must possess at least 18 college credit hours in education, music, physical education or art to fulfill DSS regulations. Bachelor's degree in Human Relations or similar field preferred.
- Minimum of 2 years supervisory experience working in a youth program environment required.
- Must be proficient in Microsoft Office.
- Excellent interpersonal/human relations skills.
- Strong verbal and written communication skills.
- Knowledge of different styles of learning.
- Strong multi-tasking, time management and organization skills.
- Must be CPR and First Aid certified within six months of hire.
- Must complete the required OCFS Health & Safety Training Course within first 30 days of employment
- Must complete a minimum of thirty (30) hours of training every two years. Fifteen of the required thirty (30) hours of training must be obtained during the person's first six months at the program.

Requirements:**Schedule:**

- Programs follow the Lake Shore Central School District calendar, Monday through Friday.
- Before school programs run from 6:45am - 8:45 am.
- After school from 2pm dismissal at 2:30pm through the close of the program at 6:00pm.
- **Five-day availability required.**

Physical:

High energy level, comfortable performing multi-faceted tasks in conjunction with the day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills. The employee is frequently required to stand, walk, climb stairs to monitor the functions of the entire building throughout the day to ensure safety and program quality. Employee is frequently required to stand, walk, climb stairs, balance, and stoop, jump, kneel, crouch or crawl as part of interaction with children and staff during programming. The employee is occasionally required to sit. The employee must regularly lift and or move up to 10 pounds and occasionally lift and or move up to 25 pounds.