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TITLE:	Program Director, 21st Century Community Learning Center
SCHOOL:	Kendall Elementary (1 position available)
REPORTS TO:	Chief Operating Officer (COO)
HOURS:	Monday – Friday: 11:00 am to 7:00 pm during the school year and 9:00 am to 5:00pm during the summer
SALARY:	\$41,600-\$45,760
BENEFITS:	Medical, Dental, Vision, Retirement, PTO
STATUS:	40 hours full-time (Hourly)

POSITION DESCRIPTION

The Program Director is tasked with managing the 21st Century Community Learning Center (CCLC) grant at Kendall Elementary and Mount Baker Junior High in the Mount Baker School District to provide high-quality afterschool and summer programs that help students learn and succeed in a changing world. The 21st CCLC program is designed to provide academic enrichment and a broad array of services to help students meet State academic standards and engage families in their education. The primary focus will be the coordination of programs development and implementation, staff development, and budget management for the after-school grant.

Key Responsibilities:

- Work collaboratively with Boys and Girls Clubs of Whatcom County (BGCWC), schools, and district administration to implement 21st CCLC grant as written-- which strives to improve student academics, attendance, and behavior.
- Manage high-quality out-of-school time programs that provide academic support, health and wellness opportunities, and educational enrichment to under-performing students at 2 school sites.
- Supervise, observe, and coach afterschool and summer program staff toward continuous program improvement.

- Lead regular staff meetings for ongoing planning, needs, reflection and improvement goals.
- Plan staff training to develop skills and best practices in programming and youth development.
- Support program development at sites with resources, field trips, community programs, and special guests.
- Coordinate with District/Building Administration, Food Service and Transportation to meet needs at sites.
- Coordinate ongoing opportunities for parent engagement and education in partnership with sites.
- Manage data collection and online reporting to inform programming and meet grant requirements.
- Develop and monitor grant operating budget and prepare periodic financial reports.
- Lead quarterly meetings of the CLC Advisory Board toward program advocacy and sustainability.
- Communicate with stakeholders (parents, school staff/admin, and community) on multiple platforms.
- Perform other duties as required to comply with 21st CCLC grant requirements and/or assigned.

Core Performance Categories:

Program planning and evaluation

Staff supervision and development

Relationships

Internal: Maintain close, daily contact with Community Learning Center (CLC) staff and other BGCWC staff. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with BGCWC Club directors to leverage strengths and create consistency in quality programming throughout BGCWC.

External: Maintain contact with external community groups, program enrollee parents/guardians and others as necessary to be successful in position and as directed by COO.

Requirements:

Education/Certification:

- Bachelor's degree from an accredited college or university.
- College coursework in education/youth development, grant/program management, or teaching experience (preferred).
- CPR and first aid certifications—training can be provided
- Valid Washington driver's license.

- Must meet the eligibility for driving district vehicles. Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable.

Special Knowledge/Skills:

- Knowledge of principles related to academic and enrichment development of youth between 5 and 15 years of age.
- Strong communication, interpersonal, organizational, time management and technology skills.
- Working knowledge of best practices in education and youth development and creative problem-solving ability.
- Knowledge and/or experience working with a non-profit youth development agency such as Boys & Girls Clubs.
- Proficient skill with Microsoft Office Suite.
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality.

Experience:

- Three years management experience based on the development and educational needs of youth, 5+ years preferred.
- Expertise in youth development principles, ability to motivate youth in a positive way.
- Proven ability to manage large groups of children.
- Experience training and supervising staff / volunteers.

Must be able to pass background, drug and driving record checks.

Working conditions:

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multifaceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

To Apply: Cover Letter, Resume and 3 References to Kim Grams Kgrams@whatcomclubs.org