

Children First/Communities In Schools of Buncombe County Job Description

Program:	Afterschool and Summer Programs, Outreach and Engagement
Position Title:	Afterschool & Summer Enrichment Program Manager
Hours:	37.5 hours per week
Reports To:	Director of Community Supports
Salary:	Mid \$40,000's
Office Location:	Pisgah View Learning Center

Overall Responsibility

Management and oversight of Children First/Communities In Schools afterschool and summer enrichment, including supervision of assigned Project POWER/AmeriCorps members, Afterschool & Summer Enrichment staff and volunteers. Additionally, the Afterschool & Summer Enrichment Program Manager will provide direction to program coordinators/specialists regarding related function, involvement and scope including 21st Century Community Learning Centers (CCLC) requirements. The Afterschool & Summer Enrichment Program Manager will represent and assist with community outreach and engagement and serve on community collaborations related to the mission.

Key Areas of Responsibility

- Manage operation and completion of administrative tasks under 21st CCLC grant as well as communicating with associated internal staff and NCDPI staff.
- Responsible for planning and management of the Learning Center program at Woodridge, Pisgah View and Deaverview.
- Responsible for planning and management of the summer camp program at Woodridge, Pisgah View, Deaverview.
- Assists Student Support Specialists with planning for afterschool and summer programming at other sites.
- Train and supervise the Afterschool & Summer Enrichment and Learning Center staff including Project POWER/AmeriCorps members and volunteers.
- Submission of in-kind match and over all oversight of AmeriCorps members while at their site.
- Plan and facilitate parent engagement opportunities such as Parent Workshops, Triple P and Motherhead.
- Identify, coordinate and support participation in outreach and engagement events.
- Cultivate, actively engage and manage community partnerships for all afterschool and summer sites.
- Respond to volunteer inquires in a timely manner.
- Coordinate and conduct volunteer orientation.
- Manage volunteer schedule at all afterschool and summer sites.
- Participate in site-visits from funders and community partners.
- Attend Project POWER/AmeriCorps partner meetings, partner orientation and graduation.
- Assist with establishing expectations and goals of program.
- Evaluates progress toward achievement of program goals.
- Maintain accurate, accessible records of afterschool and summer programs.
- Implement all required administrative tasks and reporting.
- Maintains comprehensive knowledge and oversight of grants and contracts that provide revenue to support programming.
- Works with program staff to ensure the program's facilities are kept maintained.
- Serve as point of contact for Community Based Site Property Managers (Woodridge, Pisgah View,

Deaverview)

- Assist with the development of sustainability efforts and public relations.
- Represents the organization in the community and build connections for resources, collaboration and visibility. Serves on committees and participates in activities that provide opportunities for promoting the organization and its programs, and support achievement of the organization mission and goals.
- Other duties as assigned.

Staff Responsibilities

- Works collaboratively with all CF/CIS staff to maintain a positive image.
- Attend trainings when required and funding is available.
- Understands and demonstrates the mission and goals of CF/CIS.
- Provides sufficient program information to Director of Community Supports and/or Executive Director to provide CF/CIS Board with a comprehensive overview of services and outcomes.
- Participate in CF/CIS Staff meetings and events.
- Other duties, as assigned.

Experience and Requirements:

- Minimum of Bachelor’s Degree with a major in an education or human service field.
- Three years of work experience, working with school age children.
- Committed to a mission of “...empowering children and their families to reach their full potential through advocacy, education and services and surrounding students with a community of support, empowering them to stay in school and achieve in life.”
- Ability to work effectively with people from different backgrounds.
- Strong written and oral communication skills.
- Ability to use computers to manage data and compose reports.
- Experience in recruiting, training and supervising volunteers.
- Ability to drive a 15 passenger mini bus.
- Ability to swim and supervise water activities.
- Are certified in or will gain certification in:
 - CPR and First Aid

Work Schedule

Work schedule will vary Monday – Friday between the hours of 8:00 am – 6:00 pm.
Limited evening and weekends may be required.

Interested applicants will need to submit a cover letter, resume and three professional references by email to employment@childrenfirstbc.org.