



DIRECTOR OF TCA AFTER SCHOOL PROGRAMS
Fulltime position including summer programming.

GENERAL DESCRIPTION:

1. Provides program development, oversight and promotion. The director is continually improving and developing programs to meet specific age groups. Working directly with internal and external resources to ensure the best quality programs are being offered to our students during the regular academic calendar year and summer camp programming.
2. The Director of After School Programs leads the way to ensure all programs provide a safe and age appropriate learning environment. He/she must be a champion of safety in all activities whether on or off campus.
3. Provides leadership in the form of instruction or supervision to specific programs or activities. This may involve providing leadership on a one-to-one basis or working with groups as the instructor in programs or activities.
4. Serves as the main point of contact for parents and TCA Administration. This may include marketing, promotion, event planning, discipline, and welcoming parent feedback.

Compensation: Starting salary commensurate with qualifications and experience.

SUPERVISION RECEIVED:

This position comes under the direct supervision of the TCA Lower Division Principal. The Director of Ext Ed is responsible for following and carrying out all of the workplace expectations and policies of the TCA After School Program Handbook. The Head of School in collaboration with the Lower Division Principal, will complete mid-year (by Feb 1) and year-end (by June 1) performance evaluations.

SUPERVISION EXERCISED:

The Director of After Care Programs coordinates supervisors and other staff members and has the responsibility of supervising the organization and implementation of all After Care Programs and activities.



ESSENTIAL DUTIES:

The essential duties include but are not limited to:

- To supervise all After Care Program staff supervisors and employees (approx 25)
- To ensure activities and site are safe for all participants and staff.
- To determine appropriate staff ratios and communicate with Lower Division Principal to this end.
- To provide, organize, lead, and instruct individuals and groups in specified programs.
- To supervise and implement safe practices as it relates to participants, programs, and facilities. To maintain program areas by cleaning up after activities. (fields/rooms)
- To positively and successfully perform within work team dynamics.
- To issue, receive, maintain, and inventory recreation equipment and supplies.
- To maintain attendance and activity records and make required reports.
- Respond to parent inquiries within 24 hours or one business day.
- To perform employee evaluations.
- To hire and dismiss employees.
- Update yearly the After Care Program handbook.
- Create a schedule for the yearly calendar.
- Keep parents informed of upcoming events.
- To enhance the program or activities via participant solicitation or feedback (parents/employees).
- To make recommendations to the Head of School regarding program enhancement, hiring of outside vendors/services and any concerns regarding operations.
- Oversee how the budget is spent.
- Plan the summer program.
- Other duties as assigned by the Lower Division Principal and/or Head of School.

QUALIFICATIONS

Knowledge of:

- Specific program or activity to which is instructed.
- Use of tools and supplies in the application of the program.
- Working with youth or adults with varying degrees of ability.
- General understanding of youth development and proper disciplinary actions.

Ability to:

- Read and write clearly and concisely.
- Work effectively with people across ages.
- Organize and plan.
- Interview and process potential employees.
- To deal in a courteous, knowledgeable and tactful manner with participants, parents, staff and the general public.



EXPERIENCE & TRAINING:

- Prefer 1-2 years of experience working with children.
- Must be 21 years of age or older.
- Previous experience in the leading or instruction of various ages and abilities preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Possess current American Red Cross C.P.R. and First Aid certifications or be able to secure during the first six months of employment. Florida Child Care Director Credential preferred and/or a willingness to pursue this level of certification.

<http://www.dcf.state.fl.us/programs/childcare/docs/provider-guide/fsp5290.pdf>

PHYSICAL SKILLS

The Director of After School Programs may be frequently required to sit, stand, reach, walk, run, manipulate objects, tools, or controls. The position may require the occasional lifting of objects weighing up to 50 pounds. Manual dexterity and coordination may be required to operate such as but not limited to, art tools, play equipment, program equipment, and standard office equipment.