

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information

Position Title: Afterschool (AS) Lead Enrichment Manager	Location: Main Office/ AS Program Site(s)	Date: Jan 2018
Reporting Relationship(s): Position reports to the Coordinator, Youth Development Services	FLSA Classification: Exempt	

General Summary

This individual will coordinate, plan and directly oversee the implementation of the agency's off-site day to day youth development programs. He/she will supervise program aides and youth enrichments educators with on-going support and guidance. He/she will implement and manage the enrichment components' day to day operations including but not limited to, record keeping, enrollment of children and ensure the health and safety of all children enrolled.

Duties and Responsibilities

This will provide supervision and direction to the program aides and youth enrichments educators

- Provide regular coaching, support and feedback to supervisee(s)
- Assure the supervisee(s) job responsibilities are maintained and completed

Maintenance of participant, aides and educators

- Maintain participant files
- Maintain daily participant attendance sheets
- Manage enrichment program records of enrichment activities hours
- Maintain aides and educators staff files
- Regular parent contacts

Assist in the coordination of Enrichment program

- Complete the NYSAN tool twice a year
- Collect student evaluations, parent and teacher surveys
- Maintain and review weekly information in the database and generated every 3 month and the year-end of enrichment program report summaries
- Assist the Coordinator in the completion of the quarterly, 6 months and year-end report
- Ensures personnel attend required training(s) i.e. MRT, First aid and CPR
- Maintain all background checks(i.e. approved SEL, SCR, fingerprint screening, motor vehicle, educational/credential verification)

Assist in the coordination and direct implementation of enrichment activities including but limited to:

- Represent enrichment program in all required conferences, meetings and trainings
- Develop and implement enrichment activities and presentations that are in alignment with the grant goals and objectives and meet individual needs of participating students
- Collaborate with staff around enrichment goals
- Provide ongoing communication by a monthly calendar /newsletter about the enrichment activities to the Director and Coordinator, school's principal, staff and parents
- Supervise and ensure the safety of the program's participants
- Recruitment and retention of enrichment participants
- Update and maintain enrichment database for report and budget purposes
- Submit contracts, invoices and other request to Coordinator for approval for employees
- Submit request for all enrichment activities supplies
- Other duties may be assigned

Education Requirements

- Bachelor's degree in child related field or an Associate's degree with a minimum of 18 credit hours related to the needs of school-age children
- Official college transcript required prior to hire

Previous Experience Requirement

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- School Age Child Care Regulation process and regulation experience preferred
- A minimum of 3 years' experience with youth development and prevention programming for youth ages 8 to 16 required, and a minimum of 3 years' experience of staff supervisory and enrichment program experience required
- Experience working with a computer database system

Knowledge and Skills Needed to Perform Effectively in this Position

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- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources

Additional Requirements

- Incumbents in this position will be expected to work up to 40 hours per week as job requirements and school calendars dictate.
- Evening, weekend, winter and spring breaks hours are required when students and programming are in operation.
- PTO needs to coincide with times when students and programming are not in session, unless there is an extenuating circumstance (Please follow procedure). A schedule of school breaks will be provided.
- If you are unable to work at any time, please note it is your responsibility to make arrangements with your supervisor at least 2 hours prior to your shift.
- Maintains effective professional relationships with school staff, other service providers and community members.
- Recognizes and values diversity within the work environment. Be an effective team player, value and be respectful of individual differences.
- Conduct yourself ethically, honestly and with integrity
- Must be fingerprinted to be submitted for criminal background checks
- Access to a daily reliable transportation
- NYS valid driver's license (site/position dependent) vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
 - ✓ Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
 - ✓ Obtainment and transport of supplies and equipment

Physical Dimensions (Job-related physical abilities an individual need to possess to perform the job in a satisfactory manner)

- This position involves extensive walking and driving and possibly lifting to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature:

Date: