

After School Program Manager

The job of an After School Program Manager involves overseeing all procedures involved in a school program, including academic support and homework assistance, among others.. The after school program manager will monitoring of budgets, recruitment of after school staff, supervision of teachers, and implementation of projects and activities, among others.

Education/Experience Requirements A successful candidate must possess a bachelor's degree in education or a related field and at least 2 years experience managing youth programs or after school programs.

Skills Excellent written and oral communication skills; effective leadership and management skills; organization and multi-tasking skills; proficiency in MS Office applications; strong negotiation and interpersonal skills; proven problem-solving and conflict resolution skills; and advanced knowledge in math, laws and their application in an after school setting.

Specific work elements Delegating tasks to teachers and staff members; discussing and implementing organization goals; providing resources to meet program goals; handling funds and developing activities for fundraising; engaging families, teachers and communities to support the after-school program; documenting and balancing budgets; overseeing after-school activities; and performing other tasks as needed.

Job Time Requirements

15-20 hours per week while after school is in session.

Salary

\$6000 for 9 month contract.