



## Announcement of Open Position:

### Kids' Club After School & Summer Program Director, The Gray House

**Job Title:** Kids' Club Afterschool & Summer Program Director

**Hiring Director:** Executive Director, [director@grayhouse.org](mailto:director@grayhouse.org)

**General Overview:** The Kids' Club Program Director is responsible for all aspects of the Kids' Club After School and Summer Program. The Program Director is the administrator of the program as well as the lead direct care provider. Responsibilities are related to creating and maintaining a safe and supportive environment, engaging the children (grades 2-5) in all components of the program, developing and managing academic supports, creating and implementing activities, and ensuring snack and dinner (after-school) and breakfast and lunch (summer program) are served. Responsibilities also include staff and volunteer recruitment, training and management, building relationships with families and schools, and data collection and reporting.

#### Essential Responsibilities:

- Build and maintain relationships and open communication with families, schools and youth
- Ensure all necessary information for each child is on record and accessible
- Plan, prepare, implement and oversee all daily happenings including academic supports and activities including coordinating and attending all field trips
- Ensure operating in accordance with Department of Early Education and Care (EEC) regulations; including injury logs, fire drills, child records, etc.
- Collect data and comprise reports for the Executive Director (ED) and funding sources
- Communicate with the ED regarding significant program developments, concerns with children or families, challenges with staff or volunteers
- Work with ED on program management components such as budget and grants
- Collect additional information for and assist with special distributions (ie. Thanksgiving food, Christmas gifts, winter coats, etc.)
- Attend any mandatory or relevant trainings, community events, funding source meetings and Gray House events related to Kids' Club and represent The Gray House in a professional manner
- Process paperwork such as time sheets, funding reports, etc.
- Assist with recruitment, hiring process, training, orientation, scheduling and supervising all Kids' Club staff
- Other duties assigned by the ED

#### Skills & Experience

- Strong knowledge of Word, Excel, Gmail, and Google Drive required
- Basic math and writing skills needed
- Able to communicate with others at all levels, exercise sound judgment and have attention to detail



- The ability to work effectively with co-workers, volunteers, college interns and The Gray House staff and board in carrying out the program and organization's mission
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)
- Strong influencing ability, combined with a balance of analytical and pragmatic approach
- Must be capable of working under pressure in a somewhat disruptive environment, while remaining professional and exhibiting an upbeat attitude
- Experience working with school age children, program development, and the ability to supervise and motivate staff and children
- A degree or on track for a degree in education or other applicable studies

**Qualifications:**

- The applicant must be a minimum of 20 years old per EEC requirements
- Have, at minimum, a high school diploma or equivalent and have one year of experience working with school age children per EEC requirements
- Bilingual strongly preferred
- Must pass CORI & SORI

Interested and qualified applicants should submit their cover letter, resume, three professional references and example of a lesson/activity that could be used in the Kids' Club After-School Program to [director@grayhouse.org](mailto:director@grayhouse.org) no later than Friday, September 2, 2016.

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.