



## **Program Manager, 21st CCLC**

**Job Title: Grant Manager, 21st Century Community Learning Centers**

**Reports to:** Program and 21st CCLC Director

Status: Full-time

### **Position Summary:**

**Responsible for overseeing day-to-day operations of the Kids' Orchestra 21st Century Community Learning Center program at all participating sites. The position provides leadership in creating an inviting and safe environment for extra-curricular and academic opportunities for students.**

**Responsible for assuring high-quality program services and support to enrolled students and their families over multiple sites.**

### **Requirements:**

Minimum of Bachelor's degree in Education. Masters' Degree preferred

At least 3 years of experience in education and positive youth development providing school based, after-school and summer related programming. Grant management experience preferred but not required.

### **Essential Duties and Responsibilities:**

#### Program Development and Implementation

- Build and maintain program performance standards including recruitment, enrollment and retention of program participants
- Supervise all program staff including site coordinators, teachers/tutors, and education liaisons, to ensure program goals and objectives are met
- Ensure that all staff and programmatic activities comply with the expectations of the 21<sup>st</sup> Century Grant
- Develop and strengthen an after-school and summer program of extra-curricular and academic activities for students in grades K-5
- Develop and maintain a schedule for project based learning, academic, and enrichment activities
- Prepare and implement a curriculum for standardized test preparation
- Supervise the evaluation of student data with education liaisons to develop academic enrichment activities
- Monitor and manage data entry into eGMS and Youthservices to meet 21st CCLC program requirements
- Facilitate regular after school meetings and trainings with staff

- Provide ongoing staff development for program staff to increase their skills to achieve program outcomes
- Build and maintain relationships with school partners and meeting regularly with school administrators
- Accountable for creating, monitoring, implementing and evaluating programs
- Maintain excellent program file and data management
- Work with Evaluation team to conduct program evaluation and performance measurement
- Assure safety and supervision of all students

#### Recruitment, Coordination, and Collaboration

- Develop student and family outreach, recruitment, and retention plans
- Recruit and enroll program participants
- Identify, train, supervise, and evaluate staff
- Establish and maintain partnerships with community based organizations
- Coordinate student transportation services

#### Fiscal Management

- Collaborate with grant director on expenditure tracking
- Coordinate staffing schedule, staff timesheets, and payroll with the program and grant director

#### Communication

- Develop and maintain a high level of communication and positive relationships with staff, administration, and community partners
- Develop and maintain positive parent relations
- Provide program orientation, encourage involvement, and maintain monthly contact with families and school
- Oversee all external communication for programs, including development and updates of Kids' Orchestra website page for programs

#### Compliance Responsibilities

- Aids site management, including attendance, snacks, discipline, security, and safety
- Submits all required documentation on a timely basis, including deposits and financial updates
- Creates and distributes enrollment forms, emergency contact sheets, and program guidelines to families and school members
- Develops and coordinates evaluation process of site coordinators, tutors, and educational liaisons
- Oversees the emergency management procedures during all after school hours
- Develops and submits regular reports to Executive Director and Program Director regarding status of activities at site

Qualified applicants should e-mail their resume and cover letter to: Dr. Brian Gallion our Program and 21st CCLC Director at [bgallion@kidsorchestra.org](mailto:bgallion@kidsorchestra.org)