After School Associate Program Director

Summary
The Associate Program Director reports to the Program Director and ensures the following within the assigned SEEDS After School Program sites:

1. Serves local youth and their families with high quality academic and cultural enrichment opportunities in a safe learning environment
2. Maintains compliance at each after school site with all LARA and MDE requirements
3. Integrates program activities with the broader SEEDS mission and goals, prioritizing Eco-STEM and related Humanities youth experiences

Essential Job Duties

- Cultivating and stewarding relationships with school administrators and staff including
  - At least one meeting per semester with district administrators
  - Prompt troubleshooting of any difficult issues between SEEDS and program school sites
  - Annual written summary reports suitable for presentation to School Boards
  - Host quarterly Community Advisory Committee meetings
- Be available on-call until 7 pm every program night to support site coordinators and address issues
- Review 21CCLC financial budget vs. actuals monthly, including
  - Adjust forecasts, as needed
  - Convey expenditure information and direction as appropriate to Site Coordinators
  - Support the coordination and reporting of other intersecting resources (e.g. volunteer hours, or grants that provide additional dollars for programming)
- Promote satisfaction and morale amongst teaching & learning staff and volunteers, within assigned region
  - Read and respond to weekly Site Coordinator and VISTA update surveys
  - Recruit and orient new After School staff, as needed
  - Monitor program quality and inspire continuous improvement
  - Plan and lead regular in-person Regional and Circle meetings
  - Provide appropriate professional development opportunities for after school employees
- Supervise and provide leadership for Site Coordinators within assigned region
  - Guide and coordinate YPQA process
  - Bi-weekly visits to each assigned 21CCLC site, and provide feedback to the site coordinators
  - Review and approve direct report timesheets and expense reports
  - Review After School roles and accountabilities, defining expectations and timelines
  - Define SMART goals and metrics for direct reports
  - Engage in 6-month check-in conversations with direct reports, and provide frequent opportunities for coaching
- Steward working relationship with regional DHHS/LARA Consultants including
  - Oversee new LARA Child Care License
- applications, license renewals, and compliance
- Train Site Coordinators to be aware of, and compliant with, all LARA requirements
- Assure compliant LARA records for each after school site
- Assure that new site staff receive adequate training in LARA compliance, and that new facilities are set up to meet LARA standards
- Respond to concerning LARA incident reports and create corrective action plans, as needed
- Facilitate annual review of files and licensing notebooks at each 21CCLC After School Site

- Steward community relationships
  - Help identify and engage with community stakeholders
  - Act as ambassador in community, and participate in SEEDS community engagement events
  - Work with fund development team to identify grant opportunities/integration
- Support Program Director in continuous improvement goals for the organization

**Other Duties**
- Act as interim Site Coordinator as needed across the program
- Act as SEEDS courier for assigned region (HR documents, curriculum kits, etc)
- Take on special projects, as needed

**Requirements**
- College degree, education-related advanced degree preferred, or equivalent work experience
- 5+ years experience working in K-12 education, preferred
- Able to be LARA approved as a Program Director
- Supervisory/Management experience
- Excellent verbal communication skills practiced with both children and adults
- Proven written communication skills
- Conflict resolution skills
- Ability to create workflows, systems, procedures, checklists, reporting templates and formats
- Excellent driving record
- Ties to local community preferred
- Ability to work some evenings and occasional weekends
- Local travel between sites
- Willingness to attend occasional conferences, offsite meetings and professional development opportunities
- Ability to pass the Child Care Background Check

**Other Position Information**
- Salaried/Exempt, 35 hours per week
- Starting salary equivalent to $19 – 21/hour