



Position Title: Director of After Care Programs
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Director of Auxiliary and Special Programs

Position Purpose

Reporting to the Director of Auxiliary and Special Programs, the Director of After Care Programs is responsible for the planning, management, operations, program design, budgeting, promotion, monitoring, and evaluation of all SCH Academy after school and enrichment (ACE) programs both during the academic school year and summer months. The Director of After Care Programs builds memorable and meaningful experiences that serve students and families during out-of-school-time hours, offering engaging programming and enrichment opportunities for students. Additionally, the Director of After Care Programs provides support with the year-round Auxiliary Department programs, activities, and projects, including support with SCH's summer programming and events.

Essential Functions

Program Development and Management

- Responsible for the planning, curriculum, implementation, and supervision of all activities related to after school and enrichment programming; providing fun, yet safe and appropriate, activities that match children's interests.
- Manages and supervises all SCH after hours programs during the academic year and summer months.
- Develops internal controls to ensure the safety of all students and staff in SCH out-of-school-time programs, maintaining compliance with best practices and minimizing risk and liability.
- Attends to behavior issues or injuries during programs, handling and reporting any incidents and accidents in alignment with SCH standard practices.
- Maintains excellence in programming and a high standard of care for the children and customer service for their families.
- Evaluates programs on an ongoing basis for quality, areas of growth, and customer satisfaction.

Management of Personnel

- Recruits, interviews, hires, and retains staff to ensure that after care programs are properly staffed.
- Schedules and supervises part-time/seasonal instructional staff, providing performance feedback and management.
- In conjunction with the Human Resources Office, processes employee forms, ensuring proper documentation for all employees is up to date and secure.
- Tracks and submits timesheets to HR for non-exempt staff and information for stipended instructors.
- Oversees contracts and hiring of outside vendors and other organizations.

Enrollment Management

- Manages after care and enrichment enrollment process, including updating enrollment forms and tuition rates, in collaboration with the Director of Auxiliary and Special Programs and Business Office.
- Oversees all enrollment efforts for after care and enrichment offerings, including the online registration process for families.
- Designs and implements after care and enrichment programs to increase student interest, participation and enrollment.
- Works with online enrollment platform services to ensure that enrolled practices are best serving the school and customers.
- Serves as primary point-of-contact for interested families, assisting with after care and enrichment program inquiries.
- Maintains attendance records and authorized pick-up records for all programs.

Marketing

- Develops community awareness of SCH's after care and enrichment offerings through communications and marketing efforts.
- Partners with the Communications Department in the development of all materials and communication for after care and enrichment programs, including flyers, website content, mySCH tile, and management of any other digital marketing or social media.
- Attends community events, camp fairs, career fairs and explores other ways to market ACE and other SCH Auxiliary Programs.

Financial Management

- Oversees financial performance of all after care and enrichment activities at SCH, ensuring their financial viability.
- Assesses current programs and identifies areas of growth potential to expand current programs and develop new programs.
- Oversees all billing, invoicing, and collections activities for out-of-school-time programs.
- Monitors, all program revenues and expenses to ensure meeting budget targets and the well-being of programs.
- Prepares annual programs budget and monthly summary reports.

- Partners with the Business Office to ensure appropriate reporting and allocation of program expenses.

Other Duties

- Orders program supplies and maintains the inventory of all materials.
- Manages daily snack program.
- Reserves and coordinates facilities for all programs.
- Maintains membership to industry groups and attends conferences.
- Stays current with best practices, research, and trends in out-of-school-time program topics.
- Supports the Auxiliary Programs during the summer season, including camps and other campus activities.
- Other duties as assigned by the Director of Auxiliary Programs.

Qualifications

- Bachelor's Degree and 3-5 years of progressively responsible experience managing out-of-school-time programs.
- Experience developing out-of-school-time youth program offerings and curriculum.
- Strong cultural competency with a commitment to creating and supporting diverse, equitable, and inclusive communities.
- Demonstrated experience in working with, supervising and leading, and motivating senior and general staff.
- Fluent in leveraging technology to manage program operations, as well as Google Suite, databases, and HR/payroll systems.
- Prior experience with enrollment management systems.
- Experience with interviewing, hiring, and managing staff and HR best practices.
- A high level of integrity and an extraordinary work ethic.
- Excellent oral and written communication skills.
- Strong financial acumen with demonstrated ability to develop and manage a budget.
- Well-developed collaborative work style; ability to interact with employees at all levels of the community.
- An independent and strategic thinker capable of understanding the full scope of projects while satisfying individual tasks .
- A positive outlook, and a sense of humor.
- Must be able to work from 10:00 am – 6:00 pm, Monday-Friday, and some weekend and evening hours as needed.

Physical Requirements and Work Environment

- Lifting and carrying objects up to 30 lbs.
- Regularly use close and distance vision.
- Regular standing and/or walking, along with the need to bend, climb, reach and kneel and sit on the floor/ground/grass.
- A moderate noise level in the work environment.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

Application Procedure

Interested candidates, please email a cover letter, resume, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.