

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

April 16, 2024

- Position:** BOOST Site Managers
(Bulldogs Out Of School Time)
-Multiple positions available
- NEW POSITIONS**
The before and after school program offered to BCSC students will be transitioning from the Brownsburg Parks Department BASE/PEAK to BCSC BOOST beginning with the 2024-25 school year.
- Location:** BCSC Campus
- Qualifications:**
- Bachelor's degree in business, education, recreation or related field preferred
 - Experience working in before and after school program or related program preferred
 - Must be organized and detail oriented with a collaborative leadership style
 - Ability to manage time effectively and handle multiple projects at a time
 - Ability to work effectively with students, staff and parents as well as build and maintain positive relationships
- Responsibilities:**
- Responsible for planning, coordinating, implementing and managing the daily operations of the before and after school program at the assigned site
 - Coordinate staff schedules to ensure proper staff to student ratio is maintained during all program hours
 - Coordinate with staff, participants, and families to plan and implement activities and curriculum
 - Works alongside parents, guardians, and participants to understand special accommodations needed for program and services
 - Analyze and resolve program concerns or assists employees in resolving concerns
 - Ensure compliance with regulatory requirements
 - Assists in the tracking of invoicing and payments for participants
 - Assists with recruiting, hiring and evaluating site staff
- Start Date:** To be determined
- Other Information:**
- FREE childcare for site managers' school age children
 - 40 hours / week; benefit eligible
 - Depending on candidate interest, positions may be 12-month positions or school-year positions
- Deadline to apply:** 3 p.m., Wednesday, May 1, 2024
- Contact:** *Submit online application, letter of interest, and resume, at: www.brownsburg.k12.in.us*
- Jodi Gordon
Director of Human Resources
310 Stadium Drive
Brownsburg, IN 46112
PH: 317-852-5726

Equal Opportunity