

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

May 8, 2024

Position:	BOOST Site Managers (Bulldogs Out Of School Time) -Multiple positions available NEW POSITIONS <i>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.</i>
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
Contact:	<i>Submit online application, letter of interest, and resume, at: www.brownsburg.k12.in.us</i> Jodi Gordon Director of Human Resources 310 Stadium Drive Brownsburg, IN 46112 PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.