

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

November 4, 2024

- Position:** BOOST Site Manager
(Bulldogs Out Of School Time)
- 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:**
- Able to travel to multiple BOOST sites to cover when needed
 - Responsible for planning, coordinating, implementing and managing the daily operations of the before and after school program at the assigned site
 - 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 with recruiting, hiring and evaluating site staff
- Start Date:** Immediately
- Other Information:**
- FREE childcare for site managers' school age children
 - 27 hours / week
 - School-year position (will not work over school breaks and summer)
- 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

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.