

Adventure Club Program Manager

DEPARTMENT:	Adventure Club	REPORTS TO:	KECC Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

The Adventure Club Program Manager supports the district by overseeing the before and after school care program. This includes hiring and managing staff, managing projects, maintaining program budget, and ensuring the program adheres to best practices.

Task Title	Essential Job Functions	Percent of Time Spent
Program Management	<ul style="list-style-type: none"> • Manage and oversee all aspects of the Adventure Club at Kirkwood Early Child Center (KECC) including the enrollment of students and summer program. • Maintain accurate records including attendance sheets for each school site. • Lead weekly meetings to review and develop solutions for any site level issues, create plans to support students, and share program celebrations. • Create and maintain program materials. • Assist program assistant team in planning and operation of full day programming. • Create curricular framework and guidelines for the KSD Adventure Club program. • Act as an official representative of the district and respond to parent and stakeholder questions. • Provide Adventure Club program coverage and provide substitutes when needed. 	35%
Personnel Management	<ul style="list-style-type: none"> • Recruit, interview, hire, and evaluate Adventure Club student workers, educators, and program assistants. • Maintain staff schedules to ensure safe staffing ratio at each program. • Provide leadership, training, and support to the Adventure Club Program Assistants to ensure program standards, policies, procedures, and curriculum are being followed. • Ensure timecards are accurate. 	35%
Communications	<ul style="list-style-type: none"> • Manage Adventure Club social media accounts and KSD Adventure Club website. 	15%
Budget & Purchasing	<ul style="list-style-type: none"> • Oversee payroll for all Adventure Club employees. • Develop and monitor program budget in collaboration with program stakeholders. 	15%

	<ul style="list-style-type: none"> • Determine program supply needs and create requisitions for purchase. • Manage program supplies, ordering, and inventory. 	
Other	<ul style="list-style-type: none"> • Other duties as assigned. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting, Buying, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact the entire district.

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree in education or a related field.
 - Two years of college/associate degree in education or a related field and 2 years of work experience in childcare or education.
- Driver's license required to travel between job sites.

Preferred

- Management and supervisory experience preferred.
- **Certificates, Certifications, or Other Training:** First Aid and CPR certification, Crisis Prevention & Intervention (CPI) training

Knowledge & Skills

Knowledge

- **Basic:**
 - Law/Government: Local, state, and national laws and government regulations including KSD Board of Education policy.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being. Stay up-to-date on required District training including first aid and CPR certifications.
- **Advanced:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks.
 - Management: Business/Management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

- Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization. Stay up-to-date on required District training including Crisis Prevention & Intervention (CPI) training and ALICE training.
- **Expert:**
 - Computers/IT: Electronic equipment and computer hardware and software, including applications.
 - Customer and Personal Service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** N/A
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Management of Personnel Resources, Time Management, Coordination, Instruction, Social Perceptiveness, Service Orientation, Complex Problem Solving, Judgement and Decision Making,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning Strategies, Monitoring, Management of Material Resources, Systems Analysis, Systems Evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Management of Financial Resources, Negotiation, Persuasion

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Hearing, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** N/A
- **Rarely (Less than 1 hour or 12% of the day):** Carrying/Lifting, Repetitive Motion

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training

rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04