



Position Title: *Learning Team Program Director*

Department: *Learning Team*

Reporting Relationships: Reports directly to the Chief Learning Officer

FLSA Status: *Exempt*

Position Overview:

- The newest addition to our team will oversee all aspects of Saturday, School Vacation, and Summer learning experiences for clients. Candidates should have successful experience with youth in educational/recreational settings, and have a desire to lead/supervise staff who bring the programs to life
- Works independently under the general supervision of the Chief Learning Officer and works to operate and maintain youth programs to the standards set by the Port Chester Carver Center. The Learning Team Program Director is responsible for planning, implementing, and supervising developmentally appropriate programming that meets the social, emotional, behavioral, and educational needs of youth. Programs will provide academic- related supports, physical recreation, and enrichment for youth enrolled while maintaining a safe environment. The Learning Team Program Director is responsible for the direct supervision of all youth enrolled as well as the direct supervision of all staff members including volunteers and interns. The Program Director will also be responsible for maintaining program organization through appropriate and accurate record keeping and reporting requirements under the general direction of the Chief Program Officer.

Agency Wide Duties and Responsibilities:

- Support the shared vision of Port Chester Carver Center
- Support and facilitate positive interactions with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Port Chester School District and all other governing agencies.

Position Specific Duties/Responsibilities:

- Provides overall management and supervision of youth
- Supervises, evaluates staff, and conducts staff meetings
- Facilitates planning, meetings, and collaborates with school and community
- Coordinates all purchases with the Chief Learning Officer and Chief Business Officer
- Develops and implements emergency procedures including fire drills, lockdowns, and evacuation procedures.
- Cultivates and maintains partnerships to implement integrated activities and services that are aligned with program goals
- Assists in the planning and implementation of schedule

- Works collaboratively with all stakeholders to build understanding, investment, and support for a cohesive and seamless program
- Helps and schedules professional development opportunities for staff
- Works closely with parents to better engage families
- Coordinates and maintains positive public relations and clear communications with families, staff, volunteers, and facility personnel.
- Maintains confidentiality regarding all personal information about children, families and staff.
- Maintains and updates records for monthly statistics

Position Qualifications:

- Minimum of a bachelor’s degree in education or related field.
- Experience working with youth in an educational institution and/or after school/summer program setting.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Able to implement and supervise a positive learning environment, incorporating academics, enrichment and recreation.
- Additional Qualification: Knowledge of the Responsive Classroom Model, working knowledge of Microsoft Office including Word, Excel, and PowerPoint.

Training Requirements to Maintain Position:

- Attend required staff orientation, Learning Team and Carver Center staff meetings, and possible evening trainings

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.

Employee Name/Signature Date

C.L.O Signature Date