



## **Out-of-School Time Program Manager**

**BASIC FUNCTION:** On-site daily management of quality Out-of-School Time (OST) program consisting of educational and recreational activities appropriate to elementary aged children, supervision of staff while maintaining a high level of communication between parents, program participants and staff.

**REPORTS TO:** Director of Youth Programs

### **RESPONSIBILITIES:**

- Oversees daily safe operation and implementation of OST program, including close supervision and guidance of staff and volunteers.
- Maintains exact up-to-date records for attendance, daily program check lists, child Incident Report documents, and parent communication.
- Communicates with parents/guardians to address any behavior concerns as well as their own concerns and questions, promptly, appropriately, and discretely.
- Tracks, collects, and reports on program fees and outstanding balances.
- Reviews and evaluates staff performance informally and formally during the program year.
- Assists with recruitment, training, and support of program staff.
- Ensures program supplies and equipment are kept safe and available for use.
- Ensures program quality and structure in meeting program goals and objectives for positive and healthy learning and recreation.
- Promotes literacy, multiculturalism, parent and community involvement through program enhancements and activities.
- Other duties as assigned.

### **SPECIFICATIONS:**

- High School Diploma or GED
- Demonstrated experience with school age programs
- Maturity, creativity, excellent social skills and ability to multitask required
- Ability to maintain accurate records and create written reports
- Management or administrative experience.
- Strong oral and written communication skills in English and Spanish preferred.

**To Apply, please email cover letter and resume to [HR@friendlyhousema.org](mailto:HR@friendlyhousema.org)**

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