



**BOYS & GIRLS CLUBS
OF SONOMA VALLEY**

Boys & Girls Clubs of Sonoma Valley
100 W. Verano Avenue, Sonoma CA 95476
707.938.8544 707.938.8556 fax

Title: Program Director Elementary

Reports To: Director of School Programs & Education

Status: 30 – 40 hours

Compensation: \$19.25-\$21 per hour, includes benefits

JOB DESCRIPTION:

We are looking for a motivated and inspiring Program Director to lead and manage our after-school program at an elementary School in Sonoma, CA. Under the supervision of the Director of School Programs & Education, the Program Director will lead a team of four to five team members to develop, execute and evaluate active, engaging and impactful learning experiences for children in first through fifth grade, with priority focus on supporting engaged learning, literacy, whole-child development and building a thriving community of program staff and members.

The ideal candidate will be an upbeat, collaborative and proactive problem-solver, intrinsically motivated to exceed expectations and contribute to our collective goal of having a positive impact on the youth we serve.

DUTIES AND RESPONSIBILITIES:

- Determine goals for school site programs based on student and partner needs, and design activities to achieve them in alignment with the ASES grant requirements
- Manage all aspects of the after-school program, ensuring a high quality learning and youth development experience for all participants; provide last-minute coverage in programs if needed
- Act as coach - inspiring and coaching staff to give their best each day to support students and build a community of learners
- Support and conduct informal and formal program evaluation
- Select, train, and manage staff, including evaluating and assessing their needs for ongoing professional development
- Manage staff schedules, ensuring adequate coverage and staff to student ratio
- Create a positive work atmosphere of teamwork
- Set high expectations for staff and students and ensure follow-through to stated expectations
- Ensure that all staff adhere to BGCSV and school behavior, discipline, and safety policies
- Compile data and track students for program evaluation and reporting to BGCSV, the school district, and CDE
- Collect and maintain records about program implementation and impact
- Follow and enforce all BGCSV policies and guidelines
- Support BGCSV events, initiatives, and general organizational needs
- Execute and participate in special events and fieldtrips as needed
- Collaborate with school staff, BGCSV Directors and Coordinators, and the Director of School Programs & Education to ensure that programming is aligned with the missions of the school, the district and BGCSV



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- Coordinate programming with partner organizations and volunteers
- Develop and maintain a strong relationship with school staff, including regular check-ins with the principal and academic coordinator
- Build strong relationships with parents by leading parent orientations and meetings (ideally in English and Spanish); connecting daily at pick-up time; making phone calls regarding student attendance, attitude, and participation; encourage participation in BGCSV and school celebrations; and organizing workshops, family nights, or other events that increase parents' connection to and involvement in their child's school and education
- Develop and effectively manage annual site budget
- Work on special projects as part of the team of Directors
- Collaborate and share lessons learned with other site leaders across the organization
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Collaborative, creative thinker passionate about working with children and motivated to make a difference
- Successful experience leading a team
- A demonstrated ability to coordinate, inspire, engage and motivate staff and children from various age groups and backgrounds
- Familiarity with effective teaching methods, positive discipline and ability to design programs to meet the learning needs of elementary school students
- Excellent communication skills (written and oral) with youth and adults
- Ability to work well with supervisors, peers, staff and the community
- Knowledge of child and youth development characteristics, learning styles and appropriate approaches
- Ability to develop and implement play-based Kindergarten enrichment program
- Knowledge of CA school system, CCSS, Expanded Learning standards and youth development and educational trends
- Ability to work effectively with schools, parents, and others in the community to support students' learning and developmental needs
- Ability to develop, execute and iterate innovative ideas
- Ability to advocate for our program to internal and external audiences (school, community & parents)
- Ability to pass a DOJ fingerprint clearance; Ability to be CPR and First Aid certified; Ability to provide a negative Tuberculosis test
- Ability to pass the Sonoma Valley Unified School District's Instructional Aide test with at least 70%

DESIRED QUALIFICATIONS:

- Boys & Girls Clubs experience
- Experience with implementing impactful literacy programs
- Bilingual