

# After School Position Available



## Site Director

Under the direction of Scholars Unlimited Program Staff, Site Directors for our After School Program coordinate Scholars Unlimited' school site-based extended learning tutoring, enrichment and family literacy programs at public elementary schools in north and far northeast the Denver, west Aurora, and Westminster. The dates of the program are September 9, 2019 to May, 2020. Training for roles begins August 19<sup>th</sup>, 2019.

### Job Responsibilities:

- Overall program coordination and supervision
- Oversee student activity planning and scheduling
- Student behavior and safety management
- Child care licensure compliance
- Staff support and supervision
- Occasional substituting for Scholars Unlimited staff at the site
- Liaison between Scholars Unlimited and school
- Coordination of space, materials and equipment
- Committed to keeping integrity of program design
- Committed to implementing best practices of Scholars Unlimited
- Other school and Scholars Unlimited' responsibilities as assigned

### Desired Skills and Experience:

- Program coordination skills, including the ability to plan, specify tasks, supervise staff, problem solve, and implement activities.
- Knowledge, experience and expertise in youth development, behavior management, enrichment programs, tutoring.
- Communication skills, including written, verbal and strong interpersonal skills.
- Attention to detail and ability to maintain records.
- Ability to follow protocol and adhere to program and external procedures.
- Ability to work both independently and collaboratively, with minimal supervision.
- Ability to work with diverse populations and experience in working with children.
- Spanish language highly desirable.
- Ability to be qualified as a child care program director (either a 4-year degree in recreation, education, or a subject in the human services OR 2 years of college and 6 months of verifiable fulltime or equivalent work with school-aged children).
- Strong computer skills (Office and data entry skills)
- BA or BS Degree preferred

**Compensation:** \$16.00/hr .This position is 20 hours per week. Hours for this position are Monday – Friday, times will depend upon the school site bell times.

To Apply: Please visit [www.scholarsunlimited.org](http://www.scholarsunlimited.org) to fill out an online application. Questions can be sent to [jobs@scholarsunlimited.org](mailto:jobs@scholarsunlimited.org)

Employment with Scholars Unlimited is on an “at-will” basis and is for no definite period and may regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause and without prior notice. Equally, employees are free to terminate their employment at any time for any reason.