



Tomorrow begins today.

Fuller Center Job Description

Title: School Age Program Director

Department: Fuller Center

Hours: Full Time/ Exempt

Reports to: Deputy Director

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust, Building Donor Relationships

General Description:

The School Age Program Manager is responsible for facilitating, managing and monitoring the Fuller Center School Age Programs (After School and Summer Camp) in collaboration with the Center Directors (East and West Campus). They will also work closely with local schools and community-based agencies. The Program Manager will work closely and in conjunction with the "Social and Emotional Learning Coach/Director (MSW)" on all programmatic year around programs including Summer Camps.

Key Roles (Essential Responsibilities):

- Direct, Supervise and Manager School Age Coordinators (2) and Counselors (15-30+)
- Ensure that all programs meet the Fuller Center/Prime Time quality and compliance expectations.
- Act as team lead for programmatic issues and respond accordingly
- Work with Center Directors to identify and resolve operational issues.
- Manage the programs, special initiatives, and projects under the Center Directors guidance
- Maintain program databases ensuring the completion of all program observations, impact outcomes, instructor report, parent surveys and collection of any, and all relevant documentation.
- Liaison with Volunteer and Teen Leadership Program Manager and coordinate the activities to support both programs.
- Develop and maintain relationships with program partners and instructors
- Recruit, hire and train all Counselors and program providers working with HR
- Work closely with Family Support team and Center Directors to review scholarship applications
- Provide leadership and management to the School Age Programs
- Secure the appropriate tools and supplies for each program working within budgets
- Plan, schedule and organize all School Age Program and Events
- Conduct regular program site visits including programmatic observations set forth by Prime time and the agencies requirements.
- Manage meal count and food program compliance for the School Age Programs



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- Responsible for the Fuller Center bus fleet – records and logistic
- Work with Center Directors on logistical issues directly with independent instructors and community-based organizations.
- Produce monthly programmatic reports, provide program highlights, and make recommendations based on findings
- Act as Center Director for all School Age Programs
- Other duties as assigned

Physical Requirements/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking and the frequent use of hands and arms. Talking and listening will be a major component. Occasionally, light lifting will be required. The ability to focus with the eyes for close range and be able to distinguish colors is required. Additionally, the work environment is a typical climate-controlled office environment, and the noise is usually moderate, but occasional situation louder noise will be prevalent. Must be able to lift up to 50lbs occasionally and stand for long periods of time.

Job Qualifications:

Minimum Experience Required

- Bachelor's Degree
- 4+ years management and school age programming experience
- Strong customer service focus
- Must be highly proficient in the MS suite of programs. PROCARE knowledge a plus.
- Must maintain confidentiality
- Excellent communication skills, both verbal and written.
- Strong organizational and analytical skills.
- Ability to establish and maintain effective working relationships



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Other Functions:

This list of duties and responsibilities is not to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

We offer a competitive salary based on qualifications, excellent benefits. FFCDC is an equal opportunity employer, and is committed to a diverse and harmonious workplace

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Quality – The extent to which an employee's work is accurate, thorough, and neat.
3. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period.
4. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
5. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
6. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
7. Independence – The extent to which an employee performs work with little or no supervision.
8. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
9. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations, and adheres to company policy.
10. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Must be a team player and always maintain a professional demeanor.
11. Be a loyal representative of the Florence Fuller Child Development Centers, Inc.



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Language Skills:

Must have the ability to read, analyze, and interpret professional documents or technical procedures written in English, the ability to type reports and input data in English, and the ability to effectively communicate in English and perform other required computer skills.
Spanish and/or Portuguese a plus.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I can perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date