



Out-of-School Time Administrator *Job Description*

Job Classification: Program Director 1 - Salary, full-time
Salary Range: \$32,000 – \$39,000/year

Work Schedule: Mutually determined – Availability during program hours required occasionally (Program hours differs between programs, typically 6:30am – 5:30pm)

Reporting Relationship: Youth Services Program Director

Primary Accountability:

Assist with the oversight, evaluation and growth of the Kids Quest before/after school, Girls on the Run, School Day Out, and summer camp programs. Work collaboratively with the Youth Services Program Director, site staff, and community partners in providing recreational and educational activities for an assigned group of children with particular emphasis on building self-confidence, creativity and social skills in a safe and caring environment that promotes the elimination of biases. Assist with budget preparation and monitoring program spending.

General Duties:

- Actively promotes and supports the organization's mission and vision.

Major Duties:

- Track and evaluate program effectiveness, and with the Youth Services Program Director, initiate changes for program enhancements.
- Prepare quarterly reports and documents as requested and required.
- Working with Youth Services Program Director to develop copy for brochures, catalogs, newsletters, and distributes to schools and other interested entities.
- Actively promotes and supports the organization's mission and vision.
- Responsible for retention of social media and program marketing for Youth Services.
- Provides emergency substitution at sites, when needed.
- Accountable for enrollment of students including making sure enrollment packets are complete by parents and enrollment fees are paid before enrollment is processed, copying, filing, and getting copies of student files to the Out-of-School Time Coordinator for distribution to sites and the finance department. In collaboration with the Youth Services Program Director, developing and distributing enrollment packets and parent handbooks, organizing and staffing yearly enrollment at each school. This is a joint responsibility between the Out-of-School Time Coordinator and Out-of-School Time Administrator.
- Responsible for ordering snacks from vendors, organizing delivery or pickup of snacks, creating weekly menus, and organizing distribution of snacks to sites and coordinating



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purchase and distribution of all curriculum materials in cooperation with Youth Services Program Director.

- Responsible for updating and maintaining CACFP and AM rosters and sending updated rosters to Out-of-School Time Coordinator for distribution.
- Responsible for submitting CACFP claims on time and correctly.
- Monthly visits to sites to ensure KDHE licensing requirements are being implemented.
- Maintaining student and staff files completely and in accordance with KDHE licensing regulations.
- Responsible for scheduling and ensuring completion of KBI/FBI Background checks for licensed programs and for KBI checks for volunteers.
- Responsible for compiling participant statistical information.
- Assist in marketing programs and events to potential new sites or audiences.
- Manage various aspects of volunteer and staff training including: Orientation, Girls on the Run, KDHE requirements, CPR & First Aid, and annual KDHE approved hours. This is a joint responsibility between Out-of-School Time Coordinator, Out-of-School Time Administrator, and Youth Services Program Director.
- Manage inventory, distribution, and collection of volunteer and program curriculum, materials, and supplies.
- Manage all volunteer files, site files, and other program related paperwork.
- Under direction of Youth Services Director and in cooperation with Out-of-School Time Coordinator, coordinate all program events including planning, logistics, purchase of supplies, and set up/tear down of event.

Qualifications:

- Strong leadership, organizational and communication skills.
- Knowledge of KDHE licensing regulations.
- One year experience working with school aged children, preferred.
- One year supervisory or full-time teaching experience.
- Demonstrated teamwork, customer service, relationship development, and interpersonal skills.
- Bachelor's degree in Child Development, Early Childhood Education, Elementary Education, or related field preferred.
- Experience in project coordination preferred.
- Certification in Childhood Illnesses, Child Abuse and Neglect recommended and required within 30 days of hire.
- Must be able to pass KBI background check (including child abuse registry)
- Demonstrated knowledge of Microsoft Office products in Windows/network environment.
- Certified in First Aid and CPR. (Must earn certification within 30 days of hire.)



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Physical Demands:

The work requires medium physical exertion and may require moving medium weight items (i.e. boxes, office equipment, supplies, large tubs, etc.). Employee may perform repetitive motions for brief periods and will be confined to the work area. The work may require evening work periodically and the ability to work a flexible schedule, when needed.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or veteran status.

Employee Signature

Date

Supervisor Signature

Date