**Assistant Director**

**Job Description**

Position: Assistant Director

Status: Part-Time Permanent Position

Reports To: [Name]

Supervisor: [Name]

**General Function:**

The Assistant Director is responsible for the day-to-day development, coordination, implementation, and evaluation of the Afterschool program areas to which they are daily assigned. S/He will work directly with the Director in the development, implementation, and evaluation of programs for daily assigned areas. S/He will also may work with volunteers and/or interns as needed.

**Overview:**

The Assistant Director will be responsible for:

1. Implementing Afterschool programs that are developed or assigned by the Program Director.
2. Supervising and monitoring of program area.
3. Assisting the staff or the Program Director in the planning and implementation of program events and community functions.
4. Planning, organizing, and participating in field trips.
5. Daily program operations, recording of incidences, and general safety.
6. Maintaining positive communication.

**Job Duties:**

1. Implementing programs. Performance is acceptable when:

* All programs have been planned and submitted for review to the Program Director by stated deadlines.
* Weekly programs and activities are planned, and enough lead-time is allowed to properly implement them.
* Programs are modified or adapted, as needed, to the changing needs of the participants.
* A list of supplies and equipment are submitted and reviewed to determine which supplies can be donated and which supplies need to be purchased.
* The daily programs flow according to scheduled program times.
* Youth are actively recruited to participate in the programs.
* Assistant Director is actively engaged with youth and builds positive relationships with participants.
* A diverse offering of programs is designed to meet the needs of participants.
* Program areas are maintained and kept clean on a daily basis.
* Posters, bulletin boards and program fliers are displayed creating an enjoyable and positive atmosphere in program areas.
* Recognition of students, participants and volunteers is visible in the program areas.

1. Supervising and monitoring of program areas. Performance is acceptable when:

* Staff are following through with the implementation of planned activities/duties and meet deadlines that have been set.
* Staff are actively engaged with all youth to provide a safe, fun experience in each program area.

1. Assisting in the planning and implementation of special events and community functions. Performance is acceptable when:

* Theme days, weeks, and holiday events are adapted and integrated into programs.
* Assigned schedule is flexed when events outside of program times occur.
* Input is given to the development of special events that may or may not pertain to the assigned program areas.
* As requested, staff attend or participate in community events that promote and/or benefit the program.

1. Planning, organizing, and participating in field trips. Performance is acceptable when:

* Field trips are planned and coordinated with the Program Director and outlined on a monthly or quarterly basis as determined by time of year.
* Volunteer staff and back up staff are aware of their role/function in implementing the field trip.
* Field trip arrangements, such as transportation, destination, etc., are coordinated prior to the field trip.
* Field trip permission slips are developed and given out in a timely manner to ensure the success of the trip.

1. Daily program operations, recording of incidences and general safety. Performance is acceptable when:

* Staff consistently enforce policies and deal with situations as they arise.
* Staff makes every effort to positively reinforce good behaviors and find ways for participants to do something good each day.
* Participants with special needs, such as illness, lice, wet pants, etc., are referred to Program Director as needed.
* The Program Director is made aware of participants exhibiting poor behavior and/or who is breaking program rules.
* Proper documentation is made in a timely manner of behavioral incidences, participant issues, and emergencies.
* Coordination of facilities such as cleanliness, more space needed, etc., is addressed with Program Director.
* Equipment and program areas are cleaned daily and checked for safety and fire code compliance.
* All staff participate in the maintenance and cleanliness of the facility.

1. Maintaining positive communication. Performance is acceptable when:

* Open and constant communication is on-going with the program administration and other staff.
* Staff meetings are attended regularly.
* Request for days off are requested in writing a minimum of two weeks in advance.
* In/out boxes are checked daily for staff memos and messages.
* Staff issues are addressed and handled maturely. (Note: Mediation will take place if needed).