

Director of Educare and Volunteer Coordinator
1.0 FTE

Summary: The person in this position is responsible for the overall direction and implementation of the Educare Program. Working with the administration, educators and parent volunteers, design and implement a program that is a 'dawn to dusk' learning experience through the Educare program. Additionally, this position serves as the SCCLC volunteer coordinator.

Educare Program Director Responsibilities:

- Provides overall leadership and management of Educare
- Responsible for personnel management , including hiring, development, evaluation and coaching of Educare Staff
- Manage Educare operations, including administration, facilities, monthly billing and accurate and timely budget management and reporting
- Develop and supervise all after-school activities and programs
- Develop and implement a year-round program including School Year, Summer and Holiday Breaks (in collaboration with Educare Staff)
- Coordinate with external vendors to provide enrichment programs (music lessons, ceramics, etc.)
- Collaborate with the community to enrich the Educare Program
- Facilitate communication between Educare Staff and Educators
- Ensure compliance with state and federal childcare codes
- Attend LST/IEP meetings when appropriate for learners who attend Educare

Volunteer Coordinator Responsibilities:

- Match/recruit parent and community volunteers to a positive and productive volunteer experience
- Support volunteers as both a knowledge resource and hands-on helper when needed
- Collaborate with Educators and volunteers to identify needs and involvement in different programs/projects
- Provide information to SCCLC families regarding the volunteer program and commitments at the beginning of the school year as well as throughout
- Liaison to the Parent Resource Team with respect to volunteer activities (Volunteer Fair, Volunteer Directory, filling key volunteer positions)
- Monitor parent tracking of volunteer hours in web based tool and communicate with families as necessary regarding follow through of volunteer commitments
- Collaborate with School Director to identify resources in our community to help develop or support programs (both within and beyond the school day)

Qualifications:

- Experience managing an afterschool program preferred
- BA/BS preferred
- Administrative proficiency with office systems, billing software, graphic design strongly preferred
- Strong interpersonal and leadership skills
- Demonstrated ability to work with children, K-8
- Strong communication and community-building skills

Approved by the Board of Directors on January 8, 2014, to take effect on July 1, 2014.