

3rd-5th Grade Afterschool Site Director

(fka) Agassiz Baldwin Community is a community-based, private non-profit that provides services and programs for residents in and near Cambridge. Our mission is to be a space that nurtures individual growth and creativity, builds connections, and serves as a forum for community advocacy. We believe in: welcoming and including everyone; lifelong learning; and fostering a culture of creativity and cooperation.

We are seeking applicants for the role of **3rd-5th Grade Afterschool Site Director**. The Site Director will be a strong mentor in the youth work setting; solid inter- and intrapersonal skills are critical. They lead by example, value relationships, and are able to communicate across different perspectives through empathetic listening. They will believe in a strengths-based approach when coaching staff and working with program youth and families. The Site Director will be responsible for supervising the 3rd-5th Grade Afterschool staff and also oversee work study students, interns, and youth employment program participants. They will collaborate with the Director of Children's Programs to identify personnel needs, plan programming, and develop youth behavior management plans.

Site Director Responsibilities:

Personnel

- Supervise and support 3rd-5th Grade Afterschool staff, modeling best practices when working with youth
- Oversee and mentor work study students and interns, Youth Employment Program participants
- Partner with other program Site Directors to problem-solve staffing and ratio concerns and share resources and knowledge
- Work with Director of Children's Programs as necessary to plan:
 - Staff hiring, development, orientation, meetings and one-on-ones
 - Youth behavior management plans, caregiver meetings and events
 - Program assessments and teacher evaluations

Program Administration and Curriculum Development

- Handle day-to-day family communication and conduct caregiver conferences as needed
- Oversee arrival, pick up, and transportation of children
- Purchase supplies and snack based on needs following a budget
- Approve and support teachers in curriculum development
- Provide teachers with resources to support lesson planning

EEC Licensing and Facility Requirements

- Monitor licensing requirements for programs/facility
- Oversee maintenance, cleaning, and security of program spaces

- Complete monthly fire drills and maintain log
- Maintain injury report log
- Manage program evaluations (ISAS, observations, improvement plans)

Community

- Collaborate with organization staff to plan and host community events and initiatives
- Attend school, city, and Agenda for Children Communities of Practice
- Develop partnerships with local community organizations and leaders to support children's programs youth and families

Prior to being hired, a background check will be completed as required by the Department of Early Education and Care.

Schedule: Full time, 37.5 hours per week

Salary: starting at \$45,000 per year

Benefits (following 90-day waiting period):

- Health, vision, dental insurance
- Retirement plan with employer matching opportunity
- Paid sick time and vacation time based on years of service

How to Apply:

Candidates should send a cover letter and resume to resumes@agassiz.org.

Our staff join us from all walks of life yet have a common interest in inclusive community organizing. We strongly believe in the value of diversity and inclusion and aim to build a team that represents people of many races, ethnicities, gender identities, sexual orientations, ages, and languages spoken. Employment is dependent on completing a background and fingerprint check. (fka) Agassiz Baldwin Community is an Equal Opportunity Employer.