

### **After School and Summer Program Job Responsibilities**

Managing the After School and Summer Programs including

- Managing the budget and working with school district business manager
- Data Collection
- Student, Staff and Parent Surveys
- Updates of the Program to Collaboration Team Members monthly
- Scheduling quarterly meetings with the Collaboration Team Members
- Annual evaluation of each program in August (Summer) and May (After School)
- Taking over the management of the 21st Century Grant

Supervision of all staff and volunteers

Schedule and attend at least one family activity per month in the school year and at least 2 during the summer

Planning and Supervision of After School and Summer Program

- Organizing units
- Supervising staff during instruction and activities
- Recruiting community and business volunteers
- Assuring lessons and units are aligned with the program SMART Goals and are focusing on specific student needs
- Making sure all necessary materials are available
- Planning monthly safety drills
- Communicating with the schools and collaborating on professional development that will support the program SMART goals

Create Memorandums of Understanding (MOUs) for community partners and ensure these are followed

Stay abreast of Y4Y and Wyoming Afterschool Alliance training, information and resources

Attend Wyoming Afterschool Alliance Conference and other professional development opportunities

Provide professional development opportunities for After School and Summer Program Staff