



81 W Fair Haven Lane, Brooks, Maine 04921 | (207) 722-3456

GROW After School Program Job Description

Site Director

The **Site Director** is responsible for the overall function and delivery of a fun, safe, high energy, after school care program that reinforces the school day by providing activities to children that will facilitate learning applicable life skills such as teamwork, critical thinking, problem solving, financial literacy, cooking and environmental responsibility.

Additional Responsibilities Include:

Organize and maintain student information and create reports using Google Docs & an Ipad:

1. Maintain Permission Slips with emergency contact information.
2. Track Daily Attendance Reports
3. Set Program Goals
4. Create Student Progress Reports

Plan daily activities - complete a calendar of events for the trimester and maintain and adjust this as needed - communicate it to staff regularly. Provide staff with daily schedule for the activities and lessons planned.

Lead program staff - provide weekly or daily schedule of activities, delegate activity leadership, lead staff discussion about the program where needed, conduct onsite training where needed, correction of staff where needed.

Maintain student discipline - address student behavior where needed, set standards of behavior and uphold them. Train staff on how this should be handled where necessary.

Be present at pick-up for families to see and know you! - Positive daily impact interacting with families during pick-up.

Communicate with school administration - regular contact with school leadership about student attendance, space usage, and basic needs or struggles.

Requirements: Fingerprinting, background check, ability to drive, must be 21 or over, minimum qualifications include high school diploma & some college experience, advanced computer skills i.e., Google Drive, icloud, etc.

Hours: 9 hours per week minimum throughout the school year; 40 hours per week during school vacations

Pay Rate: \$12-13 per hour based on qualifications and experience.

For more information and application materials please contact:

Tristan Starbird
Executive Director
Fair Haven Camps
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