



IRONBOUND COMMUNITY CORPORATION-
Job Description Form

Program Name	Family Friendly Center After School Program		
Job Location	Hawkins St. School		
Job Title	Program Manager, After School Program		
Reports to	Ivelisse Colon	Title	Site Supervisor

Hours_20/ per week	FLSA Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Part-time	Other comments: Occasional weekend work for special events Program Hours: Mon-Fri 2p.m. to 6 p.m. & Fri 9 a.m. – 1 p.m.
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JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50 year non-profit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. Our organization operates two Family Success Centers in the Ironbound community of Newark which provide a range of services and programs to support and strengthen families.

ICC is seeking a part-time Program Manager to provide planning and oversight of one after school program sites at Hawkins Street School in Newark, NJ. The ideal candidate will aid in advancing the goals and mission of the organization and the After School Program.

This position is geared towards a candidate who ideally brings the education and background to provide quality services to After School children (ages 5-13) and their families. In addition to leadership and supervisory skills, the ideal candidate should enjoy working children, parents/guardians, school representatives/teachers and ICC staff. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, curriculum development, planning, snack purchase/coordination, daily record keeping on attendance/snack counts, maintaining licensing compliance, attend required meetings, assist in submitting funding proposals and reports, coordinate necessary staff trainings.

ROLES AND RESPONSIBILITIES

The Program Manager is responsible for: working with staff and school leadership to design effective youth development programming and overseeing instructors; conducting program evaluation and data collection; building and strengthening community partnerships; and participating in City and County regional meetings, trainings, and workshops. Working with teachers, students, and school principals to design an exciting and engaging schedule of programs for academic enrichment, remediation, and exploration that meets the needs of students and families and the goals of the grant requirements.

- Daily oversight of programs and staff while programs are in operation (after school and summer).
- Supervising all program staff including independent contractors, Site Coordinator, Teachers/Tutors, Enrichment Specialists, and other staff to ensure program goals and objectives are met
- Developing and strengthening an after-school and summer program of extra-curricular and academic activities for students geared toward closing the achieving gap and integrating best practices such as STEM programming
- Developing and maintaining a schedule for project based learning, academic, recreational, career development, service learning and extra-curricular activities.
- Building and maintaining relationships with program partners and sites, meeting regularly with school administrators and partners.
- Developing and conducting program evaluation and performance measurement assessments.
- Developing student and family outreach, recruitment, and retention plans.
- Meet all NJ child care program licensing requirements.
- Financial - monthly attendance and food counts, managing the classroom supplies budget, snack planning and purchasing.
- Other duties as assigned: monthly program report, annual staff performance evaluations, bi-weekly approval of staff's time and attendance.
- Bi- annual FFC Program report
- Bi- Monthly FFC Conference calls
- Attend FSC Staff meetings.
- Work with VCPC To ensure FSC service and info are shared with the Hawkins School community

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JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS			
<ul style="list-style-type: none"> • Must have a college degree and one year of managerial or supervisory experience. • Prior experience in an education program or after school program strongly desired. • Excellent written and verbal presentation skills • Strong communication and leadership skills are necessary. • Desire to serve people in need and relate to diverse populations • Proficient in Microsoft Office Suite • Demonstrated effective teamwork skills <p>Equal Opportunity Employer Statement: Ironbound Community Corporation is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, age, handicap, religion, national origin any other basis prohibited by applicable law.</p> <p>If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line “After School Program Manager”</p>			