

BROADWAY BREAK THRU®



SEEKING AFTER SCHOOL PROGRAM DIRECTOR

Broadway Break Thru is seeking an After-School Program Director. Our After School Coordinator will be responsible for all aspects of developing, planning, operating and assessing of our After School programs in alignment with our mission and vision and each of our school partners.

The position requires excellent care and professionalism between our after-school partners, our instructors, parents, and students. Reporting directly to the Executive Director, the after-school coordinator manages all aspect of our after-school programming between school partners, the instructors, with the families and students.

The hours are Monday - Friday from 2pm to 5pm.

Responsibilities For The BBT Organization:

- Manage instructor communication for the Executive Director
- Manage school communication for the Executive Director
- Compile instructor information (employee records, W9, social security, ID, ect)
- Consolidate all class, school and instructor information
- Assistant with instructors' payroll data for finance department
- Excellent verbal and written communication skills.
- Maintain a professional personal appearance, attitude, and work behavior at all times
- Excellent organizational and time management skills
- Ability to work well independently and as part of a team

Responsibilities For Our Instructors or Our School Partners:

- Interview new instructors
- Staffing for all classes
- Compiles all instructor information into consolidated and clear google doc
- Staffing substitute teachers
- Compiles all sub information into consolidated and clear google doc
- Managing all classroom details and communication
- Organizing classroom supplies, ordering, and delivery
- Creating and organize programming, lesson plans, and curriculum
- Quarterly faculty training
- Monitoring instructors' classes for structure, consistency, curriculum and professionalism
- Follow up with instructors after each class
- Inform instructors of all school policies (check-in / check-out, injuries, security, emergency protocols)
- Manages emergency situations (subs, student injuries, instructors running late for class)
- Facilitate constructive feedback between school and instructor and vice versa
- Ensure safety and well-being of children at all times.
- Enhance learning through creative use of materials.
- Manages emergency situations (subs/injuries in classroom/running late for class)
- Communicates sub information to school (emergency and planned)
- Conveys all information requested from school to the instructors
- Communicating student information from the school to the instructors

Requirements and Qualifications

- Complete background check required
- Own a laptop computer
- Car a plus
- Experience in Microsoft Excel, Microsoft Word, Google Docs and DropBox

Please send your cover letter, your headshot and professional resume with two references to workshops@broadwaybreakthru.com. For more information visit www.BroadwayBreakThru.com