



4438 Ingraham Street, San Diego, CA 92109 Phone: 858/581-5880 www.thechildrensinitiative.org

**Director, Before & After School Programs
San Diego After School Consortium**

Job Description:

The Director of Before & After School Programs leads the after school program team of the Children's Initiative, a non-profit organization that works to improve the well-being of San Diego's children and youth. The position requires a highly motivated and passionate individual who demonstrates integrity and a strong work ethic. This position, while not working directly with children, is a job that improves the lives of children and families. The After School Director must have the ability to multi-task with ease, be creative and innovative and have very strong written and verbal skills. This position works in collaboration with the many community based, government and school partners. The Director works closely with the San Diego County Office of Education in program improvement and capacity building, oversight of grants and partnerships and in supporting the San Diego After School Consortium. This is a full-time, exempt, management position in a fast paced, resourceful and collaborative environment. The Director of Before & After School Programs reports directly to the CEO.

Major Responsibilities Include

- Provide leadership and management to the after school team
- Provide leadership and professional development to school districts, Community Based Organizations and program staff
- Management and oversight of multiple grants and contracts
- Coordination and oversight of annual professional development conference
- Development and management of San Diego After School Consortium Annual Report
- Convene and facilitate meetings of the San Diego After School Consortium
- Develop and maintain partnerships with key community leaders, government entities and stakeholders
- Research, identify and disseminate best practice models and emerging approaches
- Management and oversight of all before and after school related projects
- Coordination of the application process for new and /or continued funding
- Other duties as needed

Knowledge, Skills, and Attributes

- Passionate commitment to support children and families
- Honest and have a strong work ethic to work hard till tasks and duties are completed
- Bachelor's degree with a minimum of 5 years of experience in after school program development
- Advanced written and verbal skills to facilitate meetings, assign and oversee tasks and projects, and develop Memorandum of Understandings and consulting contracts.
- Demonstrate creativity, innovation and motivation in designing new projects, managing multiple tasks, prioritize duties and anticipating next steps
- Knowledge and experience using diplomacy and collaborative problem solving
- Ability to deal with issues efficiently and competently from the school site to the State Senate
- Strong proficiency with MS Word, Excel, Outlook, and Publisher
- Must maintain reliable transportation and possess a valid driver's license and proof of insurance