

HIGH 5, INC.

EDUCATION · ATHLETICS · COMMUNITY

Job Title: High 5 After School Site Director

Department: After School

Position Summary:

Under the direct supervision of the High 5 Regional Director, the After School Site Director is responsible for maintaining a safe and clean site, ensuring a high level of quality programming and working to establish and build strong, meaningful relationships with all program participants, their families and High 5 staff. The After-School Mentor will exhibit positive role model qualities in all aspects of their interactions and will continually maintain and be an example of High 5's mission and core values under the philosophy of High 5's standards and expectations.

Duties and Responsibilities:

- Provide excellent service to all students, families, co-workers, and school administration, including planning and executing monthly family engagement activities.
- Create and maintain a welcoming, caring and professional environment for all
- Meet the physical, emotional and educational needs of the children in their care
- Work in a team environment, build and maintain healthy, cooperative relationships
- Communicate positively and effectively with the Regional Director
- Adhere to all policies and procedures both organizationally and departmentally
- Ensure that all children are respectful of High 5's and the school facilities and property at all times
- Counsel and educate children in a positive manner which contributes to mature and responsible behavior
- Complete all High 5 and governmentally required training in the required time-frame
- Implement the curriculum and schedule provided on a daily basis and provide feedback
- Attend and participate in weekly meetings with the Regional Director
- Conduct mandated monthly safety drills.
- Maintain DCF licensing binder.
- Hire, train, and recruit staff to meet ratios of site.
- Attend regular scheduled staff meetings.

Qualifications:

- Excellent interpersonal and problem-solving skills
- Ability to connect with children and parents
- Desire to impact the lives of children daily
- Must be a minimum of 21 years of age per Child Licensing requirements
- Complete DCF 40 Hr Childcare Training and School Readiness
- Satisfactory Criminal Reference Check
- Satisfactory Drug Screening

Skills:

- Commitment to High 5's Mission and Core Values
- Highly motivated, enthusiastic, patient, responsible and committed to assisting the program achieve its highest level of performance and impact.
- First Aid, CPR and AED certified, can be provided by High 5
- 40 Hours of Child Care Training State Mandated
- Ability to communicate at a high level to both children and parents
- Ability to problem solve and critically think through daily situations

Expectations:

- Be accepting of ALL children, parents and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation
- At all times, model, reinforce and abide by the High 5's core values, its policies and procedures
- Assist with the supervision and execution of the program
- Build positive, meaningful and caring relationships with parents, children and High 5 staff
- Attend all meetings pertinent to this position
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Oversee and participate in the cleaning and maintaining of facilities, equipment and all areas used
- Follow all scheduled activities

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- Wear appropriate staff shirt and clothing at all times
- Report to all scheduled shifts on time
- Be knowledgeable and adhere to all policies and procedures
- Clock in and out consistently and timely
- Keep all required certifications current (First Aid, CPR, AED, child licensing training)
- Perform additional tasks as needed or requested
- Assist in set up and break down activities on a daily basis
- Communicate any concerns to the Regional Director

I have reviewed the above job description, and hereby attest that I can meet all requirements outlined. I also acknowledge that the above job description is not all encompassing and HIGH 5 reserves the right to change these duties at any time during my employment.

Employee Signature: _____ Date: _____