



DIRECTOR OF EXTENSION PROGRAMS

POSITION SUMMARY

The Director of the Extension Program provides strategic vision and leadership in the planning and implementation of all after school programs and Camps. The Director collaborates with school leadership, administration, and faculty to ensure all After School Programs align with FASNY's mission and philosophy.

The Extension Program Director ensures that the Extension programs (Clubs, Daycare, Camps, Homework Help, Adult and Languages classes) are in place and functioning properly. In this role, he/she leads, coordinates, and manages the entire program from hiring to implementation, marketing, marketing research and communications, as well as making provisions for the satisfaction of the children and parents within the community.

The Extensions Program Director administers the operations of the Extension programs. In this role, he/she is responsible for budget preparation, accounting, supervision of all professionals, and other typical administrative matters.

JOB DESCRIPTION

- Identifies, recruits, and develops leaders to carry out the programs.
- Establishes clear employment objectives with all staff and uses appropriate documentation and written agreements to reach these objectives.
- Provides feedback to clientele as well as the inside and outside providers (employees) who carry out the programs.
- Designs and implements a variety of program delivery methods to reach target clientele.
- Works with Director of institutional Advancement and Marketing to organize and coordinate marketing the programs, which includes, but is not limited to advertisement opportunities and After School brochures and web page information.
- Takes necessary action to ensure that sufficient groundwork is laid for programs to succeed. Finds space and supplies when necessary to carry out club, class, etc.
- Assesses and enhance tracking of students in the Extension Program to ensure school's safety goals are being met.
- Oversees program registration and processing of all forms and enhance process as needed. Maintains Program Database.
- Ensures coordination of registration, attendance, billing and the collection of payments and deposits. Handles the processing of all check requests and invoices with the Finance Office.
- Develops an understanding of the FASNY community and the community in general, the needs of its clientele, and Department's role in meeting those needs.
- Responds in a timely fashion to all program inquiries regarding the programs. Directs other inquiries to the appropriate administration office.
- Communicates accomplishment of programs through communications and social media.
- Assesses the role of the programs provided and makes changes as necessary.

EDUCATION

The ideal candidate will have the following:

- Bachelor Degree (MA is a plus)
- 2-4 years of experience managing an after school program (experience in an independent school is a plus)
- 1-2 years of experience in a leadership role managing staff
- Excellent customer service skills
- Computer skills.(Experience with Google Apps including Gmail, Sheets, Forms, and Documents. Experience with Word, Excel, and Internet.
- The ability to multitask and great attention to detail

This is a full-time, exempt, 12-month position, and eligible for FASNY's comprehensive benefits package. Interested candidates submit a cover letter and resume to

hr@fasny.org