

**Casa Chirilagua
Director of Elementary Programs
Job Description**

Summary of Position

To be considered for this position a candidate must be fluent in Spanish and English. The Director of Elementary Programs is responsible for the planning and execution of the Casa Chirilagua Kids Club after-school program and the Casa Chirilagua, Kids Club Summer enrichment program. The Director of Elementary Programs reports to the Managing Director and is responsible for the daily management of Kids Club activities, daily management of Kids Club part-time staff, parent interaction, volunteer recruitment and development, communication with the school and partner organizations and regular communication with the Mentoring Director. This position has an estimated start date of June 1st. In order to be considered for this position please submit your resume and cover letter to managingdirector@casachirilagua.org.

Key Accountability

The Director of Elementary Programs will be held accountable for the following Key Accountabilities (KA). These KAs include the estimated percentage of time the Director of Elementary Programs should allocate to each area.

1. Program Management and Development (35%)
 - Provide day-to-day oversight and leadership for the Elementary Programs portfolio with primary focus being Kids Club, an elementary after-school program for forty students of Central American descent.
2. Personnel Management (35%)
 - Oversee the recruitment, retention and management of volunteer staff assisting with Kids Club. Supervise three college-aged, part-time staff members enrolled in the Local Leaders program as they work daily at Kids Club.
3. Relationship Management (30%)
 - Serve as point of contact for key relationships with external stakeholders (organizations and groups that support Kids Club, including but not limited to Beverley Hills Community United Methodist Church, Mount Vernon Community School, and Episcopal High School) and with internal stakeholder groups such as the Directive de Padres

We look at three basic areas when we put people into a position at Casa Chirilagua:

- Competencies
- Technical Skills
- Experience

The first way we look at the position is through basic competencies. A competency helps define what people need to know and do to be successful. If a candidate does not have these basic job-specific competencies it is unlikely they will succeed in the job.

Below are the “first level” competencies in the Director of Elementary Programs position at Casa Chirilagua:

Program Management and Development

1. Program Management:
 - a. Provide leadership to all staff, volunteers, students and families fostering a positive, nurturing, encouraging environment of belonging.
 - b. Develop and implement a curriculum for an after school program for children in first through fifth grade containing elements that include literacy, numeracy, homework support, character and spiritual development, and experiential learning, through weekly workshops and monthly field trips.
 - c. Create program goals and track progress against those goals for reporting to parents, the Board, donors and other audiences.
 - d. Develop the Kids Club project budget with the Executive Director and Business Manager and manage the project within budget.
 - e. Administer student, parent, and volunteer surveys at the close of each program year. Administer surveys at the beginning of the program year as necessary to assess and create benchmarks.
 - f. Work closely with ACPS to develop engaging, developmentally appropriate educational enrichment curriculum which expands and supports students' learning experiences beyond the classroom.
 - g. Complete an “Event Report” for every event, field trip or themed Fun Friday.
 - h. Develop and manage the implementation of the Kids Club Summer Enrichment program.
 - i. Ensure that project site is in compliance with health and fire regulations
2. Direct Program Instruction:
 - a. Attract and retain students for full enrollment.
 - b. Manage lottery process for selection into Kids Club if necessary.
 - c. Maintain the waiting list.
 - d. Reinforce school instruction through effective homework and tutoring support.
 - e. Supervise children during program hours, including field trips.
 - f. Oversee behavior management systems and implementation including timely feedback for students and their parents/caregivers.
 - g. Monitor and track student academic progress.
 - h. Plan and facilitate monthly “Experience and Exposure” field trips

Personnel Management (Volunteers and Local Leaders):

- a. Recruit and retain 35-40 weekly volunteers – including initial training, ongoing training to bolster morale and develop skills, and an annual appreciation event
- b. Complete background checks for all volunteers and ensure all Kids Club volunteers are in compliance with the Casa Chirilagua Child Protection Policy (CPP).
- c. Maintain volunteer's contact information and track volunteer hours.

- d. Train, supervise, and evaluate the Local Leaders who assist Kids Club.
- e. Provide regular feedback, training opportunities, curriculum resources, and support the professional development component of the Local Leaders program.

Relationship Management

1. Parent Liaison
 - a. Communicate regularly with parents concerning child's behavior and academic progress.
 - b. Attend Parent Meetings and Directiva de Padres planning meetings as necessary.
 - c. Make home-visits when appropriate.
 - d. Accompany parents to parent-teacher conferences at school when appropriate.
 - e. Oversee collection and tracking of tuition.
2. In School Partnership Maintenance:
 - a. Develop and maintain a strong relationship with the School Principals, teachers and other school staff.
 - b. Monthly visit to the school to meet with teachers and/or social worker/liaison.
3. In Chirilagua Community Outreach:
 - a. Organize after school-events to showcase students' work for parents, teachers and other community members (including Annual Christmas Celebration)

Qualifications:

1. Manifest evidence of personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that aligns with the Nicene Creed as well as Casa Chirilagua's Core Values.
2. Fluency in Spanish and English is a requirement.
3. Experience implementing child-focused programs or similar programs.
4. Experience managing a program budget.
5. Experience working with students from an under-served neighborhood.
6. Ability to make decisions on behalf of the program and when appropriate willingness to seek advice from the Managing Director or Executive Director.
7. Demonstrated leadership managing staff, organizing volunteers and interfacing with parents.
8. Experience overseeing an after-school program.
9. Knowledge of classroom organization and management.
10. Mentoring experience with college-age or high school students