

Educators 4 Education After-School Site Director

Educators 4 Education (E4E) is dedicated to providing engaging, safe, and enriching after-school experiences that support students' academic, social, and emotional growth. Our programs promote creativity, leadership, and lifelong learning through hands-on activities in STEM, arts, health, and life skills.

Position Overview

The **After-School Site Director** is responsible for overseeing all daily operations of the after-school program at their assigned sites. This includes supervising staff, coordinating activities, ensuring student safety, building strong relationships with school administrators, families and school partners, and maintaining compliance with program standards and reporting requirements.

Key Responsibilities

- Provide on-site leadership, supervision, and support to program staff and youth participants.
 - Develop and implement daily schedules, enrichment activities, and academic support aligned with program goals.
 - Ensure a safe, positive, and inclusive environment for all participants.
 - Communicate regularly with parents, school administrators, and community partners.
 - Monitor attendance, maintain records, and prepare required reports.
 - Manage program supplies, equipment, and site budget (if applicable).
 - Support professional development and training for program staff.
 - Uphold all health, safety, and licensing regulations.
 - Lead conflict resolution, behavioral support, and emergency procedures as needed.
-

Qualifications

- Bachelor's degree in Education, Youth Development, Recreation, or a related field (or equivalent experience).
- Minimum 2–3 years of experience working with youth in an educational or after-school setting, with at least 1 year in a supervisory role.
- Strong leadership, communication, and organizational skills.
- Ability to manage multiple priorities and adapt to changing program needs.
- CPR and First Aid certification (or willingness to obtain).
- Must pass background and fingerprint checks as required.

Preferred Skills

- Experience in curriculum planning or youth development programming.
- Knowledge of social-emotional learning (SEL) practices.
- Bilingual (English/Spanish or other languages) a plus.
- Familiarity with school systems and community-based organizations.

How to Apply

Submit your résumé and cover letter to **HR@educators4education.org** with the subject line: *After-School Site Director – [Your Name]*.
