



THRIVE

Program Director of Site Job Description

The primary responsibility of the Program Director of Site is to direct all operations, policy, and procedures for the site, including but not limited to:

Program:

- Plan and initiate daily functions of your site's program, including both afterschool and summer programs, in conjunction with the appropriate staff.
- Supervise all activities for your site's program, including off site field trips, after school program, and summer program.
- Ensure that procedures and policies for operation of the afterschool and summer programs are followed.
- Collaborate with Supervisor and Site Directors in program planning, program staff training/shepherding and program evaluation.

Intern Supervision:

- Create and manage intern folders, maintaining W-4 and insurance documentation, intern commitment and statement of faith, evaluations, check-in documentation.
- Create and maintain a schedule for intern check-ins, observations and evaluations, delegating some of this role to the Personnel Director (suggested but not required to split Program Director supervising teachers and Personnel Director supervising PAs).
- Observe, evaluate, and provide constructive feedback and encouragement to interns on a regular basis..
- Develop and lead the appropriate training for your staff alongside the Personnel Director, specifically leading the training of: academic content, scheduling, bible study, and staff policies.

Student Discipline:

- Ensure that consistent loving discipline is being modeled and enforced by all staff, especially program staff.
- Communicate with interns regarding behavior of students.
- Write reports on discipline, enrollment, and student progress, delegating to the Personnel Director as applicable.
- Enforce the discipline system, complete yellow and red notes as needed, talk and pray with students about the choices they have made, pointing them to the gospel story of redemption.
- Communicate with parents about students' behaviors when necessary in collaboration with the personnel director.

Budget:

- Develop and track the site budget with the approval of the Director of Finance and Administration.
- Keep up with all expenses and receipts, coding and turning in receipts for every purchase to the Director of Finance and Administration.

Vans:

- Oversee and maintain site vans, including regular maintenance, cleaning, fueling, and seeing that they are parked in designated spots.
- Communicate with the Director of Finance and Administration concerning any repairs greater than an oil change.

Summer Program Oversight:

- Prepare and oversee the summer academic content in conjunction with the Academic Content Director (math, reading, writing, memory work) and the bible study curriculum.

Secondary Responsibilities include but are not limited to:

Shepherding Interns:

- Adopt roles of shepherding as delegated by Personnel Director (suggested but not required split is Program Director - teachers and Personnel - PAs).

Volunteers:

- Greet and plug in volunteers
- Assist oversee all volunteers during program time.
- Maintain ongoing communication with volunteers.
- Appropriately thank all volunteers.

Special Events:

- Assist with special events on site as delegated by Personnel Director.
- Collaborate with other staff members for all-Thrive events.