



Job Title: Afterschool Program Director
Reports To: Senior Director of Afterschool
Location: Central Office – Lewisville, TX
Duty Days: 240
FLSA Status: Full-Time Exempt
Industry: Non-Profit, Social Services, Education

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Primary Purpose:

The Communities In Schools of North Texas (CISNT) Afterschool Program Director is responsible for managing a team of Afterschool Site Coordinators and for the oversight and successful implementation of their team's high quality programming that meets the contracted outcomes for the CISNT school-based dropout prevention program.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree required
- Minimum of three years successful relevant work experience in a governmental, non-profit, or private sector delivery organization.

Special Knowledge/Skills:

- Ability to exercise discretion and independent judgment on significant matters directly related to the agency's programs.
- Advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances.
- Strong administrative skills including planning, directing, and overseeing an organization's programs and budgets.
- Proven experience with decision-making in a highly collaborative, team-oriented environment.
- Strong organizational, communication, and interpersonal skills required.
- Strong program management, staff management, and staff development skills required.
- Ability to work in a fast-paced, continually changing environment
- Ability to manage multiple tasks or projects simultaneously
- Exhibit a commitment towards the CISNT mission

Major Responsibilities and Duties:

The individual is responsible for oversight of the CISNT Afterschool Programs in Denton ISD and Lewisville ISD, responsible for implementing and monitoring the annual budget, recruiting, and training center staff, and coordinating center activities that will ensure the successful operation of the program. The Program Director will be responsible for collecting and reviewing data required to prepare and submit necessary reports as required by funders and stakeholders, ensuring that all strategies and activities are successfully implemented, and continuous program improvements are achieved. The Program Director will be responsible for understanding and implementing the afterschool program and training the Afterschool Site Coordinators.

Supervisory Duties:

The individual is responsible for the supervision of a team Afterschool Site Coordinators.

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that is particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex and occasional statewide and national travel.
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.
