

## **Program Manager, After-The-Bell at Kennett Middle School**

### **Permanent part-time hourly position**

After-The-Bell is sponsored by the Kennett After-School Association (KASA). The Kennett After-School Association is a 501(c)(3) nonprofit organization. After-The-Bell is a free after-school program at Kennett Middle School and is provided at no direct cost to the school district or taxpayer for 25 years. The program open to all registered Kennett Middle School students and provides free snack, activities and transportation home. After-The-Bell is supported by nearly 200 community volunteers and serves nearly than 300 students per year.

The Program Manager position is seasonal permanent part-time position with fluctuating hours depending on program needs, with an average of 15 hours per week during pre-cycle and cycle weeks. The Program Manager is expected to be available on Tuesdays, Wednesdays and Thursdays from 1:00-5:30 pm during three six-week cycles each school year, and approximately 15 hours per week in the two weeks preceding each cycle. The cycles occur in the Fall (Oct. 4<sup>th</sup> – Nov. 10<sup>th</sup>), Winter (January 25<sup>th</sup>-March 2<sup>nd</sup>) and Spring (April 25<sup>th</sup> – June 1<sup>st</sup>).

### **Responsibilities include:**

- Distribute and collect materials and supplies used in ATB activities.
- Monitor student behavior in the cafeteria, halls, restrooms, outdoors, and in activities classrooms. Work with the Ex. Director to establish and maintain the code of conduct for students.
- Substitute in facilitating or assisting in activities when needed.
- Provide daily feedback to the Ex. Director on volunteer concerns and supply requests.
- Assist Ex. Director and team with student attendance procedures and communication with parents/guardians.
- Assist with management of forms and other documents necessary for routine program needs, including assisting in updating information and content contained in program documents.
- Maintain ongoing supply inventory and organization of program supplies, working closely with Ex. Director to ascertain proper equipment/supply management.
- Work with Ex. Director to assure accurate, safe placement of students on buses, monitoring behavior reports from bus drivers and advising Ex. Director of all concerns.
- Assist Ex. Director with promoting/informing students and parents about After-The-Bell Program.

### **Skill Set:**

- Exceptional ability to work well with a wide range of people of all ages and backgrounds.
- Strong organizational skills in both the area of physical supplies and electronic documents.
- General computer skills with the ability to learn new skills quickly.
- Ability to multi-task and be flexible in daily job requirements of the position with the knowledge that Program Manager may need to act as substitute facilitator in various student activities as needed.

**Starting salary \$20 per hour.**

Please email resume to:

Paola Rosas Executive Director

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