

Site Director

Job Description

Job Title: Site Director

Supervisor: Program Director

Location: Multiple Sites

Position Type: Part-time

Exemption Status: Exempt

Reporting to the Program Director, the Site Director will be responsible for overseeing one of the PTM after-school sites. The Site Director will directly live out the mission of PTM each day by providing strong after-school programming that provides significant opportunities for youth to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” All employees at PTM should represent the organization well to children and their families, volunteers, supporters, and the community.

Roles and Responsibilities

- Ensure PTM standards are met, safety measures are followed, daily programming guidelines are followed, and ensure the safety and well-being of children at all times
- Interacts with children on their individual levels of development and provide guidance and coaching when needed.
- Implement weekly lesson plans developed by the Program Director that are effective and fit children’s needs, interests, and developmental level.
- Develop and maintain relationships with parents and the community representing PTM well and encouraging participation and involvement where applicable.
- Taking attendance and reporting names and the number of children to the Program Director on a daily basis
- Maintains the appearance of the classroom and outside areas which includes keeping supplies, materials, and equipment in the rooms in a neat and orderly fashion.
- Participate meaningfully and significantly in staff meetings.

Job Requirements

- Education: High school diploma, GED, or equivalent.
- Two years related experience as a coordinator or supervisor in a child care program preferred.
- Associate’s degree in Child Development, Education or related field.
- Possess knowledge and understanding of the developmental stages of a child.
- Have a valid driver’s license and capable of driving to multiple site locations.
- Have proficient computer skills.
- Behavior and classroom management skills
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PTM is an equal opportunity employer.