

Our mission is to help our children **grow in wisdom** (offering tutoring opportunities for academic success) and **stature** (feeding proper nutrition with snacks/meals and wellness activities) and **in favor with God** (sharing the gospel of Jesus Christ) **and man** (instilling young men and women with Godly character).

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## **basic function**

Assist and support the Director of Programming with the overall management, operation and development of the Coalition afterschool and summer programming. This position supports and supervises Site Directors. Ensure that the program promotes the development of each child's spiritual, physical, social, emotional and cognitive development, in a nurturing, Christ-like environment. The Regional Director must be familiar in all areas of programming and will fill in for Site Directors in their absence. A Regional Director works as a part of a cooperative team of Regional Directors and has key functions that can be broken down into four functions: mentor, educate, evaluate, and build relationships. This position assists and reports to the Director of Programming.

## **duties and responsibilities**

Other duties and responsibilities as assigned by the Director of Programming, Director of Operations or the Executive Director.

### **• MENTOR**

- Attend weekly staff meetings and monthly staff gatherings.
- Ensure programming staff are supported in planning, organizing, and delivering programming.
- Ensure all staff are performing all duties and responsibilities outlined in their job description.
- Provide support and resources for staff on program development and training.
- Perform a variety of problem-solving tasks in support of the Coalition and programming staff at the direction of the Director of Programming.
- Guide and supervise Site Directors through the process of communicating sensitive issues to parents and locating appropriate services for referral.
- Meet with Site Directors individually after site visits to review observations and set up goals and objectives for further improvement.
- Review all activities and lesson plans submitted by Site Directors.
- Under the guidance of the Director of Programming, evaluate classroom curriculum and environment to ensure that it meets the guidelines set by the Department of Education and Coalition For Kids.
- Assist the Director of Programming in ensuring the Coalition grounds, classrooms and office areas are clean, attractive, inviting, and safe.

### **• EDUCATE**

- Conduct regular observations of classroom tutors and collaborate with Site Directors and tutors to coordinate and direction to develop action plans.
- Support the development of staff training and ongoing performance evaluations of Site Directors.
- Continue professional growth by attending courses and workshops.
- Adhere that all programming employees understand and follow all health, safety, emergency care protocol, and sanitation guidelines.

- Supervise programming employees with documentation of all accidents and direct staff on where the documentation is to be sent.
- Follow state regulations regarding incidents of abuse or neglect.
- Plan and develop childcare practices and, under the direction of the Director of Programming, develop implementation plans.

#### • **EVALUTE**

- Support Site Directors in completion of performance evaluations of tutors.
- Support Director of Programming and Site Directors in efforts to increase and maintain enrollment in the Coalition program. Assist Site Directors and Director of Programming in maintaining, updating, and utilizing wait lists.
- Assist the Director of Programming with facilitation of all programming events.
- Support the Director of Programming in developing and monitoring expenses to keep within budget.
- Assist with the enrollment, registration, and scheduling of new students; complete enrollment information and enter into data base and compile records for attendance.
- Assist the Director of Programming and Director of Grants with information pertaining to grants within programming.
- Assist the Director of Programming with employee schedules and development of programming calendar.

#### • **BUILD RELATIONSHIPS**

- Set a positive Christian example, as a representative of Coalition, in word, actions, attitudes and relationships.
- Assist in interviewing, orientation and training newly hired Site Directors and tutors.
- Support Site Directors in establishing and sustaining a sense of community through parent involvement and promoting parent retention.
- Utilize progressive counseling and disciplinary action of programming staff under the guidance of the Director of Programming.

## knowledge of

- After school program office terminology, practices, and procedures.
- Correct English usage in oral and written skills to include grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Proficient computer skills to include Google Docs, forms & sheets, and Microsoft Office programs (Word, Excel, Publisher, and Outlook).
- Ages and stages of child development.
- Understand and follow state, federal and Coalition For Kids guidelines including immunizations, required health and safety training.

## ability to

- Operate a variety of office equipment and software including copiers, computers, printers, fax machines, and other office equipment to include iPads.
- Ability to utilize time management, organizational and problem-solving skills.
- Ability to work independently and manage multiple tasks, projects, and deadlines.
- Establish and maintain cooperative and effective work relationships with supervisors, other employees, parents and public.

- Learn, interpret, apply, and explain rules and regulations, policies, and procedures.
- Understand and work within scope of authority.
- Ability to compile and maintain accurate records and prepare reports.
- Must have the mental and physical stamina to respond immediately to multiple or unexpected situations or emergencies that arise in programming.
- Be accessible and available to parents every day to respond promptly with respect, sensitivity, interest, and cooperation to their concerns.

## education & experience

- A four-year college degree is preferred but the ideal candidate must possess a high school diploma and may have experience in teaching children, leading others, and supervising employees. This position requires CPR, AED, and First Aid certification.
- Must possess a valid Tennessee Commercial Driver's License or obtain a CDL within a reasonable period of time.

## working conditions

This position is full-time, 40 hour per week, position and light travel and irregular hours may be required.

Working conditions include the office environment and physical demands:

- Office environment is to include a typical office structure that will include constant interruptions, excessive intermittent noises.
- Physical demands include dexterity of hands and fingers to operate a computer keyboard and other office equipment, sitting for extended periods of time, bending at waist, kneeling, and crouching, ability to lift 60 lbs., standing for up to an hour, walking, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies. Maintain physical and mental alertness and an appropriate level of energy to perform the essential job functions.

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**Employment with Coalition For Kids would be an “at-will” nature and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.**

# acknowledgment

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.



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Print Name

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Employee Signature

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Date

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Director of Programming Signature

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Date

