



Learning Club Program Director Job Description

Learning Club provides a positive, pivotal, educational experience for the children in Kansas City who need it most. The Program Director oversees all in-school, after-school, and summer programs, ensuring high-quality sessions, strong staff leadership, meaningful community engagement, and ongoing program improvement. This role is central to maintaining Learning Club's standards of Positive, Pivotal, Educational programming.

Job Requirements:

- Classroom teaching or comparable leadership experience required
- Ability to work until approximately 6pm, 2–3 times per week during the school year
- Ability to lift/carry up to 25 pounds and walk short distances, including stairs
- Ability to drive a personal vehicle daily to Learning Club sites in Kansas City, KS
- Active and valid driver's license and proof of insurance
- Clear Learning Club background check

Key Responsibilities:

1. Staff Leadership & Management

- Supervise, coach, and develop 8–12 program staff members
- Assign accountabilities, set objectives, and monitor performance
- Conduct formal and informal evaluations
- Provide training, professional development, and coaching through challenges
- Set and maintain staff work schedules, including school breaks
- Ensure program coverage and provide coverage when needed
- Hold regular meetings with direct reports

2. Direct Student Services & Program Operations

- Oversee daily program logistics, including:
 - Scheduling
 - Session flow and protocols
 - Staff and volunteer assignments
 - Purchasing and maintaining supplies within a budget
- Ensure staff have necessary materials, curriculum, and resources across in-school, after-school, and summer programs
- Supervise communication with families, interns, and school partners
- Manage attendance, student assessments (reading levels, SEL surveys), and required reporting

3. Program Quality, Refinement, & Impact

- Oversee program quality and impact optimization using session reviews, informal visits, and surveys
- Lead program improvement initiatives based on feedback and assessment
- Ensure all programs maintain the Learning Club standard of Positive, Pivotal, Educational experiences
- Contribute to long-term strategic planning and organizational goals

4. Community Engagement

- Build meaningful relationships with school staff, community partners, volunteers, and families
- Represent Learning Club at meetings, events, and community engagements
- Assist families in connecting with community resources
- Maintain and utilize a community resource database

5. Summer Program Leadership

- Refine and strengthen summer programming
- Design and oversee summer sessions
- Manage staff assignments and scheduling
- Coordinate with partners to ensure quality and impact
- Prepare materials, logistics, and student supports

Position information:

- Full time; 40 hours per week; Salary; exempt.
- Office at 3027 N. 54th St. in Kansas City, Kansas. Work is performed on-site in an office, schools, and community centers throughout KCK. No remote options are available.
- **Compensation:**
 - \$54,000 - \$64,000 based on education and experience.
 - Monthly stipend in lieu of company-provided healthcare
 - Paid Time Off for all full- and part-time employees

Learning Club is an equal opportunity employer. We do not discriminate in advertising, hiring, or employment based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, ancestry, disability, age, genetic information, or any other status protected by applicable law. We also prohibit retaliation.

Employment with Learning Club is at-will.

Inquiries and résumés can be sent to Jobs@LearningClubKCK.org