



Job Description Program Director

Learning Club's Program Director oversees in-school, after-school, and summer programs for K-12 students. This role leads program operations with a focus on session quality, supervises staff, helps meet student and community needs, builds strong partnerships, and works with our team to measure program impact.

Job Requirements:

- Experience teaching in a classroom or extensive after-school program leadership experience required
- Ability to work 2-3 evenings per week (until about 6:00pm) as needed
- All work is performed on-site in an office, schools, and community centers throughout Kansas City, Kansas
- Ability to routinely lift and carry items up to 25 pounds and routinely walk short distances, including up and down stairs
- Active and valid state-issued driver's license and proof of car insurance
- Ability to use and drive personal vehicle on a daily basis to and from Learning Club's main office and 3-5 Learning Club sites located in Kansas City, Kansas
- Pass a background check

Duties include:

1. **Program Operations:** Oversee in-school, after-school, and summer programs, ensuring staff have necessary materials, schedules, and resources.
2. **Staff Supervision:** Train, support, and oversee program staff. Assist with recruitment and scheduling. Provide coaching and problem-solving assistance.
3. **Program Quality & Improvement:** Conduct site reviews, assess student progress, and implement improvements. Ensure compliance with Learning Club policies.
4. **Family & Community Support:** Connect families with resources, maintain a resource database, and provide case management for select families.
5. **Cover duties** for Program Staff and Leadership Team members as needed.
6. Other duties as assigned.

More details:

1. Program Operations:

- Oversee program logistics, including scheduling, session protocols, and purchasing and maintaining supplies within a budget.
- Ensure program staff have training, resources, and materials for in-school, after-school, and summer programs.
- Supervise communications systems for student and family engagement.

- Manage attendance records, program assessments (reading levels, SEL surveys, etc.) and data sharing with stakeholders.
- Lead the creation of new sites/programs, including materials, partner relationships, and staff transitions.
- Direct and facilitate summer programming, collaborating with staff and partners to ensure quality and impact.
- Represent Learning Club externally to build community support.
- Hold regular meetings with the Executive Director and direct reports.

2. Staff Supervision:

- Lead, manage, and hold accountable 8-12 program staff members.
- Train staff and coach through challenges.
- Ensure program coverage, including covering sites as needed.
- Hold regular meetings with direct reports, which could include program staff and the Volunteer Coordinator.

3. Program Quality & Improvement:

- Conduct site reviews, informal visits, and quality control measures on a consistent basis.
- Lead program improvement based on feedback and assessments.
- Oversee impact measurement, including student assessments, family surveys, and compliance with Child Protection Policy.
- Develop and refine summer programming.
- Contribute to Learning Club's strategic goals.

4. Family & Community Support:

- Connect families with external resources, maintaining a community resource database.
- Provide targeted support for families in need.

Other information:

Schedule: 40 hours per week. Including 2-3 evenings per week when school is in session (roughly until 6:00pm).

Location: Office at 3027 N. 54th Street in Kansas City, Kansas. Programs are held at various locations in the urban core of KCK.

Compensation: \$54,000-62,000 based on education and experience.

Start Date: Flexible, with start date between May-July

Job Benefits:

- \$400 monthly healthcare stipend in lieu of company-provided healthcare package
- Paid Time Off for all full-time and part-time employees. Policies vary depending on years of employment and employment status
- Paid leave includes: 6 weeks maternal and 4 weeks paternal after 1 year of full-time employment, 4-week sabbatical leave after 4 years of full-time employment, and other leave policies noted in Employee Handbook

**Inquiries and résumés may be directed to Jobs@LearningClubKCK.org
Learning Club, 3027 N. 54th St., Kansas City, KS 66104**