Site Director Job Description

The Learning Club seeks a Site Director who is passionate about serving and supporting children, organized, skilled with managing groups of children and volunteers, an excellent interpersonal communicator, and creative in finding ways to better assist children with academic, social, and behavioral challenges. The Site Director must be a detail-oriented self-starter who will work as part of a dynamic team to create a positive, pivotal education experience for all students.

Job Requirements:
• Experience working with elementary-age students in a school setting
• Ability to work two to three evenings (until roughly 6pm) each week when school is in session
• Ability to communicate well orally and in writing with students of various ages, families, school personnel, and volunteers from the community
• Openness to working in an office where faith is occasionally discussed openly

Duties include:

Student Management:
• Manage students at each site in a professional and compassionate way that sets clear expectations.
• Monitor academic and social-emotional growth of students; work to address areas of concern.
• Maintain a full enrollment of students for the site and recruit new students as needed, by working with the Housing Authority, the local school, or other means.
• Learn students’ names in a timely fashion.
• Build relationships with families via phone, text, notes, and in person.
• Report any issues of concern with students, volunteers, or community partners to the Executive Director and/or Director of Operations in a timely manner.
• Keep accurate records and secure current registration information for each student.
• Review student progress following each session and follow up as needed.
• Any other tasks to ensure a professional program that helps students develop a love for learning and helps them grow in social, emotional, and academic skills.

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**Volunteer Management:**
- In partnership with the Volunteer Coordinator, maintain a sufficient number of volunteer tutors at each site to allow for one-on-one tutoring. Help recruit new volunteers if needed.
- With the help of other staff, improve and further develop our volunteer training program, and implement it at each site.
- Provide periodic feedback to tutors, in person or via email or phone, expressing gratitude, encouragement, and offering input for becoming a better tutor.
- Keep accurate volunteer attendance records and secure any required paperwork.
- Learn volunteer tutors’ names in a timely fashion.

**Other Duties:**
- Maintain contact with people from the community as it relates to the site or the program in general, including the principals and/or other key faculty from the schools that most of our students attend, people responsible for the site location, potential volunteers and donors.
- Meet with staff weekly to check on progress at the site and to plan for the future.
- Have a working knowledge of the Learning Club Child Protection Policy and other relevant policies, and work to ensure that the policies are implemented.
- Keep the site appealing and welcoming with posters, bulletin boards, etc.
- Ensure that an adequate supply of materials are on hand at each site.
- Supervise and work as a team with other staff and Primary Volunteers.
- Occasionally assist with presentations in the wider community.
- Occasionally attend workshops/webinars and seek meetings in the community to help us continue to build a better program for our students and volunteers.
- Help the Learning Club program evolve over time as we seek better ways to fulfill our mission and serve the most marginalized children.
- Develop and/or lead burgeoning programs with support from other staff.
- Other duties as assigned by Executive Director or Director of Operations.

**Work Schedule:**
**Schedule:** 30-40 hours per week. Including two to three evenings (until roughly 6pm) per week when school is in session. Employment is for the academic year, with the possibility of summer employment.

**Location:** Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS. After-school programs are at different locations in the urban core.

**Compensation:** Comparable to USD 500 teacher salary schedule.

Inquiries and résumés may be directed to Laura Swan, Director of Operations, at LSwan@LearningClubKCK.org, (734) 308-9399, or Learning Club, 2203 Parallel Ave. Kansas City, KS 66104.

[www.LearningClubKCK.org](http://www.LearningClubKCK.org)