



## **Site Director Job Description**

**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 students.**

### **Job Requirements:**

- Experience working with elementary-age students in a school setting, classroom teaching experience preferred
- Ability to work two or 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:**

#### **Site Management:**

- Manage at least two in-school reading programs in KCKPS elementary schools, and at least two after-school tutoring sites each week.
- Supervise a team of 2-3 staff members who work together to prepare, implement, and reflect on high-quality sessions.
- Have a working knowledge of the Learning Club Child Protection Policy and other relevant policies, and work to ensure that the policies are implemented.
- Meet with staff weekly to check on progress at the site and to plan for the future.
- Maintain contact with people from the community as it relates to the site or the program in general.
- Maintain regular communication with KCKPS school constituents 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.
- Keep the site appealing and welcoming with posters, bulletin boards, etc.
- Ensure that an adequate supply of materials are on hand at each site.

#### **Student Management:**

- Manage students at each site in a professional and compassionate way that sets clear expectations.
- Monitor academic, behavioral, and social-emotional growth of students; work to address areas of concern.

- Maintain a full enrollment of students for each site and recruit new students as needed, by working with the Housing Authority, the local school, or other means.
- Build relationships with students' parents/families via phone, text, notes, and in person visits.
- Learn students' names and correct pronunciation in a timely fashion.
- Report any issues of concern with students, volunteers, or community partners to the Human Resources Manager or Director of Operations in a timely manner.
- Keep accurate records and secure current registration information for students.
- 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.

**Volunteer Management:**

- Supervise all volunteers and especially any Primary Volunteers at sites.
- Provide weekly 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 and correct pronunciation in a timely fashion.
- In collaboration with the Volunteer Coordinator, maintain a sufficient number of volunteer tutors at each site to allow for one-on-one tutoring.
- With the help of other staff, improve and further develop our volunteer training program, and implement it at each site.

**Other Duties:**

- 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 to provide a positive, pivotal educational experience for our students.
- Develop and/or lead burgeoning programs with support from other staff.
- Other duties as assigned.

**Work Schedule:**

**Schedule:** 35-40 hours per week. Including 2-3 evenings (until roughly 6pm) per week when school is in session. Employment is for the academic year, with the optional possibility of summer employment.

**Location:** Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS. Program sites are located throughout the core of Kansas City, Kansas.

**Compensation:** \$20-25 per hour or hourly rate competitive in the field of education, based on experience and education.

Inquiries and résumés may be directed to  
Human Resources Manager Brooke VanHecke at  
[Jobs@LearningClubKCK.org](mailto:Jobs@LearningClubKCK.org)