



CAMPUS PROGRAM MANAGER

Job Description

JOB SUMMARY

Manage the flow of after school processes and procedures, ensuring that students remain in a loving, caring and ordering environment that is conducive for building confidence and learning, every day.

QUALIFICATIONS

Education:

- High School Diploma (**Required**)
- 2-4 year degree preferred, or some college is acceptable

Experience:

- At least two years experience of a classroom or after school program setting

Special Knowledge and Skills:

- Professional verbal and written communications
- Organized and excellent at following up
- Able to work in a fast paced environment with swift learning agility
- The ability to address and correct staff in a fair approach that encourages improved behavior
- Must display love and care to **all, every day**

MAJOR RESPONSIBILITIES AND DUTIES

Campus Leadership: (Under the direction of the Youth Program Manager)

- Ensure that mentors are facilitating scheduled curriculum activities in a timely and orderly fashion.
- Ensure that mentors have all materials and equipments are prepared ahead of planned activities.
- Communicate with team members throughout the day using assigned equipment.
- Ensure that mentors are actively engaging with students during program activities.
- Ensure that program policies and practices provided by the Youth Program Manager are followed.
- Record attendance and punctuality updates of mentors, based on attendance procedures and policy.
- Ensure the cultural and brand of the Gathering Outreach of **respect, kindness and love** to **everyone, at all time** is present, each day.

Student Management: (Under the direction of the Youth Program Manager)

- Ensure that student attendance and daily activities are being tracked using the Gathering Outreach online platform.
- Ensure that students are managed according to district and Gathering Outreach policy and procedures.
- Ensure that mentors are monitoring and managing students during homework period, transitions, restroom, and group activities for safety and to maintain the integrity and efficacy of the program.
- Report students with behavior problems to Youth Program Manager via an online form.
- Ensure that mentors are managing student weekly incentives and oversee points for daily star students
- Assist team mentors with student management as needed.
- Facilitate the process of student surveys on 4th or 5th Friday's of each month to confirm program efficacy.

Campus Coordinator: (Under the direction of the Youth Program Manager)

- Timely coordinate with front office and School Principals to confirm program areas during special events.
- Provide parent updates using online platform.
- Work closely with Youth Program Manager on all event and program needs.

Monday- Friday 2:45pm - 6:15pm | Weekly Pay | Family Professional Environment

Our Vision: A community where every child and adult is inspired to love and live with hope and wholeness.