

READ AfterSchool

Job Posting: Site Manager

Location: South Tampa and Downtown Tampa Locations

Part Time: Approx 25 hours/week

About READ AfterSchool

READ AfterSchool provides high quality afterschool programs with recreational and educational activities in Tampa, FL. We hire passionate, highly qualified people who share our values:

- *Academic Excellence:* We support the goals of each student's classroom teacher through homework support and out-of-school independent reading.
- *Educational Enrichment:* We provide enriching activities to stimulate curious minds.
- *Recreation:* We believe physical activity is important to a healthy lifestyle and to academic success, and provide invigorating recreational activities and free play.
- *Nutrition:* We feed healthy minds and bodies while embracing healthy snack guidelines.
- *Safety:* We put the safety and supervision of our students at top-of-mind at all times.
- *Fun:* We are where kids want to be!

Roles and Responsibilities

The Site Manager is responsible for overseeing READ AfterSchool operations at their school or location. Responsibilities include:

- Make READ AfterSchool a fun, enriching, and safe place for students and staff.
- Oversee all student activities, and lead transitions between activities to ensure order and timeliness. Manage logistics, including coordination of snack time, recreational equipment, educational games, AV setup for student videos, and materials for crafts or other activities.
- Manage staff, and adjust staffing assignments as required due to absences, weather, and space restrictions. Maintain staffing ratios at or near 15 students per instructor, and ensure each instructor is properly utilized. Approve staff timesheets daily.
- Provide training to staff to ensure staff understand READ's policies and practices. Provide coaching and feedback to staff on their performance.
- Participate in planning and administrative activities to ensure student activities are aligned with READ AfterSchool's mission and values and to ensure staff are properly supported in their work.
- If necessary, cover for instructors when short-staffed. Refer to Instructor job description.
- Ensure attendance is recorded accurately each day, and ensure staff monitor attendance of their assigned groups throughout each period and transition.
- Build relationships with families. As the primary day-to-day family liaison, the site manager discusses the student's day, addresses family questions or concerns, ensures parents or authorized persons sign out students daily, and keeps the lines of communication flowing.
- Ensure behavioral issues are addressed timely and documented in accordance with the READ AfterSchool Program Handbook as needed. In the event of an emergency or

crisis, carry out protocol outlined in the READ AfterSchool Program Handbook and the READ AfterSchool Team Member Handbook.

- Achieve targets against agreed-upon Key Performance Indicators.
- Work with READ AfterSchool's leadership team to make READ the best program it can be. Provide suggestions for enhancements to the program, escalate areas of concern, and provide feedback on staff performance.

Qualifications

Required:

- Experience working with school-age children
- Lots of energy, lots of patience, lots of flexibility, and a positive attitude
- Experience managing teams in a dynamic environment
- Ability to adjust quickly to unexpected or changing situations
- CPR/AED and First Aid Certification within 60 days of hire
- Comfortable with incorporating technology tools into standard operating procedures
- Flexibility and willingness to perform planning activities outside of program hours
- 8+ years work experience

Preferred:

- Degree in Education, Sports, Management, or related field

A Plus:

- Experience working in a school or out-of-school program

To Apply:

Please submit your resume and cover letter to us at royce@readafterschool.com.