



Position: Site Manager
Program: ECAA Champions Academy
Employment Type: Part-time
Supervisor: Program Director
Salary: [Salary Range]

Job Summary:

Champions Academy is seeking a dedicated and organized Site Manager to oversee the daily operations of our afterschool and summer camp program for elementary students. The ideal candidate will have a passion for working with children and the ability to manage multiple responsibilities effectively, ensuring a safe, enriching, and well-organized environment for students, staff, and families.

Key Responsibilities:

1. Program Management:

- Oversee the day-to-day operations of the afterschool program, ensuring a structured and supportive environment for students, implementing the discipline policy when needed.
- Manage and coordinate enrichment contractors and activities, ensuring a diverse and engaging program offering.
- Maintain and update the program calendar, including scheduling activities, events, and field trips.
- Ensure the daily programming remains on schedule and all students are properly supervised.

2. Communication:

- Serve as the primary point of contact for all communications with parents and staff, providing regular updates and addressing inquiries or concerns.
- Coordinate parent engagement activities, including sending invitations, managing RSVPs, and ensuring a welcoming and inclusive atmosphere.

3. Site Management:

- Maintain physical site resources, including the inventory and upkeep of equipment, supplies, and facilities.
- Ensure a safe and clean environment for students and staff, adhering to all safety protocols and guidelines.
- Schedule and coordinate all required safety drills and

4. Administrative Duties:

- Manage student check-in and check-out logs, ensuring accurate attendance records and adherence to security protocols.
- Oversee the internship program, including the recruitment, training, and supervision of interns.

5. Other Duties:

- Assist with program marketing and outreach efforts as needed.
- Collaborate with other team members to continually improve the program's offerings and operations.
- Other duties as assigned.



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Qualifications:

- **Education:** Bachelor's degree in Education, Child Development, Business Administration, or a related field preferred.
- **Experience:** At least 2 years of experience in program management, education, or a similar role, preferably in an afterschool or youth-focused setting.
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent communication and interpersonal skills.
 - Ability to work independently and as part of a team.
 - Proficiency in using Microsoft Office Suite and other relevant software.

Work Environment:

- The role is based on-site and requires availability during afterschool and summer camp hours and some evenings and weekends, depending on program activities and events.