



Position Title: Program Manager

Part Time: Monday through Thursday ranging from 1:00pm to 6:00pm (varies by location)
Up to 20 hours per week
Some Enrichment Fridays and Saturdays as specified on NOC calendar
\$20-\$25 per hour

Required Qualifications: Bachelor's Degree and/or 2+ years management experience

Desired Qualifications: Experience in managing children and personnel
Experience in community engagement
Teaching certificate

Essential Duties:

- Ensure that the Learning Center (LC) is ready to use on a daily basis and ensure that the LC is closed and locked after each class.
- Coordinate instruction at the after-school Learning Center.
- Implement NOC policies and protocols related to COVID-19 to ensure the safety of the children and adult participants, staff, volunteers, and other third parties.
- Be familiar with NOC policies relating to harassment, sexual misconduct, and abuse.
- Monitor the instructional delivery to targeted students. Consult with the Executive Director, Principals and teachers to ensure program goals are being met.
- Supervise site instructors and support staff in the after-school program, including observing classes, monitoring work performance, conducting performance evaluations, and maintaining records.
- Develop plans and activities, instruct students, maintain discipline, and evaluate students.
- Monitor student attendance on NOC database and track number of days in attendance per student. Submit weekly reports.
- Monitor teacher attendance and verify accuracy on timesheets used for payroll.
- Ensure that the LC has an adequate supply of juice and snacks for daily use and seek donations from private donors, churches, businesses, and civic organizations.

- Maintain an inventory of all computers and supplies at the LC.
- Organize monthly projects, activities and development as needed.
- Act as a liaison with community partners, school staff, students and other stakeholders.
- Actively promote health screenings in conjunction with health providers and organize health-related workshops conducted within the neighborhood.
- Offer workforce development such as help with resume writing to aid community members in finding work.
- Work with community partners, such as community churches, to support the after-school program with donations and services.
- Reach out to the community to schedule guest speakers and other enrichment programs for the after-school program.
- Provide support to the summer program if one is scheduled.
- Recruit and maintain volunteer support for your LC.
- Perform related duties as required.

ADA Requirements

Physical and Mental Requirements

- Ability to deal with stressful situations
- Possess analytical and strategic mindset
- Ability to deal with a wide variety of community people, students and their families.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOC is an Equal Opportunity Employer and as such does not discriminate on the basis of age, race, sex, color, handicap or religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities or access to its facilities.

To apply, email your resume and cover letter to:

Madeline Helser-Howard, Executive Director at madelinehoward@noc-sc.org