



Program Director, Enrichment Program

College Park Academy

About College Park Academy (CPA) Enrichment Program

The College Park Academy Enrichment Program will encourage healthy bodies & minds as the kids investigate, create, and innovate. Our goal is to design and offer a wide variety of before and after school activities, extracurricular clubs and a summer camp to help create well rounded future leaders.

The program, which initially will serve students enrolled in CPA, will enhance the already exceptional and diverse offerings of CPA. Once established, the director will reach out to the larger area to recruit students from other schools to the program. The Enrichment Program mission is to have a remarkable program that helps 6th-8th grade students explore their interests and ideas through projects, movement, field-based experiences, and community partnerships.

The program will be experiential in nature and leverage the knowledge and experience of nearby organizations. CPA will work closely with partners such as the University of Maryland (UMD) to create and implement challenging, exploratory, integrative, and relevant projects.

We also view this program as an important way to help the school, families, and the community be actively involved in the education of the students. The Program Director will work closely with all of these stakeholders. In addition, this person will work with the educational staff of CPA to integrate the before and after school program and into the whole school curriculum as much as possible.

The program director will develop, manage and facilitate all of these programs and partnerships. Ultimately, the vision is to create a renowned and emulated program that sets the standard for enrichment in the Washington DC area.

Position Overview

The Program Director reports to the Executive Director of CPA. It is a full time position developing, implementing, and managing the before and after school programs, extracurricular clubs, and summer camp. Salary and benefits will be commensurate with experience.

General responsibilities

- Program Development (25%)
- Community Relations (25%)
- Operations (20%)
- Staff Management (20%)
- Direct student involvement (10 %)

Specific Duties and Responsibilities

Program Development

- Design, deliver and evaluate a before and after school program that integrates community partners and project based activities
- Design, deliver and evaluate a summer camp program that integrates community partners and project based activities
- Develop and manage program budget
- Develop a future fund raising strategy
- Create infrastructure to support volunteers as club sponsors
- Expand the program to recruit students from other middle schools

Community Relations

- Build a network of resources to facilitate the development of engaging activities led by outside experts
- Meet and present the work of the program to the larger community
- Work with UMD liaison
- Work with parents and volunteers to create and implement robust clubs
- Create a formal system to manage volunteer and vendor contacts
- Work with other external vendors, partners, and volunteers to create a dynamic program

Operations

- Ensure that food, supplies, and necessary equipment are ordered and distributed
- Set, implement, and enforce enrichment program policies and procedures including opening and closing day procedures for staff and students
- Develop schedules and procedures for program operation
- Maintain all necessary records
- Create program evaluations for parents and students
- Create and monitor crisis and risk management procedures to ensure safety of all students and staff
- Work with the CPA business manager to oversee the financial management of the program
- Ensure facilities are clean and safe during program hours

Staff and Volunteers

- Hire, train, supervise, and evaluate staff and volunteers
- Originate and carry out a process for recruiting students and staff

- Prepare and run a staff training program
- Work with CPA principal to integrate the Enrichment program into the regular CPA day

Students

- Supervise and advise students
- Create a supportive, healthy, and creative environment

Preferred Skills and Qualifications

- Experience working in a startup environment
- Experience planning and implementing similar programs
- Ability to work well with a wide variety of people
- Ability to organize and prioritize
- Dependable and Enthusiastic

Requirements

- Driver's license, CPR and First Aid preferred
- Physical requirements – able to run, lift up to 45 lbs.
- Minimum of five years relevant experience
- Basic computer skills with word processing, data management, and Internet use

About College Park Academy

The College Park Academy is a new middle and high school for Prince George's County students who are highly motivated and seeking a rigorous and demanding instructional program. Opening for 6th and 7th graders in fall 2013, the Academy will grow annually by one grade until it encompasses grades 6-12 with a total enrollment of 700 students. This school is intended to prepare students for entry into the nation's top colleges and universities by providing them with one of the most academically-rigorous college preparatory programs in the country.

To learn more about this position, please visit <http://collegeparkacademy.com/employment/>