

CENTRAL PARK SCHOOL FOR CHILDREN



Mission: All children thrive.

Position	K-8 Extended Learning Coordinator
School	CPSC Elementary & Middle School 724 Foster Street 121 Hunt Street Durham, NC 27701
Compensation	\$50,000/year NC Teachers & State Employees Retirement Medical, Dental, Vision & Supplemental Insurances Paid Time Off
Employment Status	Exempt, 12 Months Full Time Monday-Friday, must be able to work until 6:00PM as needed
Start Date	July 1, 2024
<p>Application Deadline: We will accept applications until we find just the right candidates! As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. All interested applicants should send their resume and cover letter to jobs@cpsfc.org</p>	

The Extended Learning Program at Central Park School for Children aims to keep all children thriving by reinforcing classroom learning, building community and maintaining CPSC's culture through 1) nourishment, 2) organized activities, 3) outdoor and movement opportunities, 4) student-interest clubs and 5) small group academic enrichment sessions. All extended day programming is open to the public and offered on a sliding payment scale.

CPSC operates after school programs from 3:00-6:00 Monday-Friday and week-long camps during the Fall, Winter, Spring, and Summer breaks. All programs are designed to expose students to a wide range of creative learning activities and project skills in the areas of science, music, outdoor learning, sports, performing arts, technology, and much more.

CENTRAL PARK SCHOOL FOR CHILDREN



Responsibilities:

- Operate after school programs and camps
- Hire, develop, train, and supervise all program staff members using Peaceful Schools philosophy
- Manage staff evaluation process and conduct quarterly evaluations and contract renewals.
- Manage program projects and contracts
- Ensure timely and appropriate communication with families concerning program registration and payments
- Maintain positive relationships with all stakeholders such as school administration, participants and parents
- Build & maintain relationships with local schools and market programming
- Collaborate with staff and administration to support program staff and students
- Work with CPSC stakeholders to ensure age-appropriate and engaging programming
- Work with Business Manager to ensure proper staffing, payouts, and staff paperwork
- Work with Business Manager and Stakeholders on the program supply budget
- Work with Executive Director to manage logistics and quality of program
- Ensure program website is updated weekly such as work scope, program schedule, etc
- Maintain program enrollment and monitor rate of participation and revenue
- Perform other related duties and responsibilities as needed

Qualifications:

- Motivated, energetic, punctual, and exhibit a positive attitude to be an excellent role model to program staff
- Ability to lead, teach, and interact with school administration, community, parents, students, and staff
- Experience or interest in maintaining and growing community partnerships
- Experience or interest in daily maintenance of websites and online stores
- Skilled in responsive and detailed email and phone communication
- Experience or interest in grant writing and program development

CENTRAL PARK SCHOOL FOR CHILDREN



- Strong visionary skills, along with the ability to articulate and carry out explicit program steps and goals