



Position Title: Before and After School Program Manager

Just for Kids, awarded Employer of the Year by Buffalo State and the University at Buffalo, is looking for enthusiastic, creative, and motivated staff who have a passion for working with today's youth and whose everyday priorities align with Just for Kids core values: to provide an engaging, enriching, and safe out of school experience.

Company Information:

Just for Kids is a community centered non-profit organization that offers programming for the Williamsville and Grand Island Central School Districts, Cheektowaga Central and select private school locations in Hamburg and Swormville (East Amherst).

Position Summary:

The Program Manager oversees the daily operations of the assigned Just for Kids Before & After site/location. The manager supervises the implementation of preplanned activities and creates supplemental appropriate and engaging activities as needed for Just for Kids participants in a safe, supervised, and structured environment.

Position Responsibilities:

- Oversee the implementation of age appropriate daily activities and model appropriate activities to staff as needed.
- Schedule spaces of groups of children based on size, activity and maintaining ratios.
- Manage staff working at the program location and ensure staff are providing direct, competent supervision of children at all times.
- Create and disseminate regular staff communication to include upcoming week's activities, schedule changes, special guests, etc.
- Ensure a positive work environment for staff
- Timesheet approval and performance evaluations for staff
- Maintain positive daily communications with children and their families, staff, District operations, and the Just for Kids program at large.
- Maintain accurate record keeping
- Any other duties specified by the Director of Just for Kids School Age Programs.

Schedule: After school programs follow the District/School calendar, Monday through Friday, from dismissal through the close of program (5:30pm or 6:00pm). Morning programs run from 7:00 am through the start of school. Five day availability required.

Qualifications:

- 2 years of experience working in childcare
- 1 year supervisory experience in a childcare position
- 18 credits of education related course
- Bachelor's Degree in Childhood Education preferred

What we offer you:

- Flexible Work Schedules
- Competitive hourly rate
- Performance, Attendance, and Referral Bonuses
- Health benefits if working 30+ hours/week
- Stellar Dental Discount Plan
- West Herr Vehicle Purchase Plan
- Just for Kids School-Age Program Discount

We are pleased to have been recognized:

- Child Care Provider of the Year, Child Care Resource Network (2015)
- Employer of the Year – Buffalo State (2012) & University at Buffalo (2015)
- Buffalo Business First - Best Places to Work Finalist – (2015)
- UB Nonprofit Internship Site of the Year – (2015)

Please visit our website to apply today at www.justforkidsonline.org and click **Join Our Team** or send your resume/application to: hr@justforkidsonline.org