



Job Summary: The Site Leader for KUDOS After-School Programs is a full-time position reporting to the Director for Kudos After-School. This person leads an ongoing KUDOS site and is responsible for the leadership of the Staff team for your site. The Site Lead is responsible for creating positive rapport with students, parents/families, school staff, and administrators. They also help provide support to Flockworks' overall programs and activities as needed.

Responsibilities & Duties will include but not be limited to the following:

Lead KUDOS Program Site Team:

- Lead, monitor, and supervise KUDOS site staff including and work with KUDOS Program Director to hire program staff and maintain appropriate staffing levels.
- Mentor and provide oversight of apprentices as per the Kudos Program Director.
- Work with the Program Director to ensure budget management and fiscal responsibilities. Assist in planning staff meetings and training sessions.
- Participate in professional development opportunities and attend all mandated meetings and training. Actively lead your site Team on quality improvement and professional development.
- Complete "Leadership Academy" through M.C.O.E. and ASAP Connect

Coordinate Site Program

- Work jointly with KUDOS Program Director and other site leads to address program needs or concerns related to expanded day learning.
- Manage, schedule, and supervise the classes offered within the Kudos program.
- Maintain all administrative tasks as assigned by the KUDOS Director.
- Review and approve Instructors' enrichment curriculum and lesson plans.
- Liaison between classroom instructors and after-school program staff to maintain program-to-school alignment and academic support.
- Oversee the health and safety of the program participants. Fill out accident reports as needed and submit accident reports or unusual incidents to KUDOS Director and Flockworks Administrative Coordinator.
- Maintain registration materials and attendance records for participating students.
- Ensure your team maintains all facilities in a clean and secure manner, paying special attention to the requests of school staff regarding the use of classrooms.

Communicate effectively about the KUDOS program including:

- Communicate program descriptions, needs, and updates to the KUDOS program Director and to the school principal as needed.
- Communicate with the parents/guardians of KUDOS students to manage discipline, attendance, and other issues. Keep careful records
- Provide regular program updates to the KUDOS Program Directors and site principal.

Management reserves the right to add, modify, or change, work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS & Requirements Must be at least 18 years of age. Must have high school diploma or equivalent. Must have at least 48 college units or pass the basic skills test. Must possess education,

knowledge, and experience in the areas to be presented. Experience working with children. Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

Certifications and Requirements upon employment include 1) Possession of, or ability to obtain within three (3) months CPR and First Aid certification. 2) Bloodborne Pathogen and TB test, 3) Mandated Reporter Training 4) Harassment Training 5) Fingerprinting and background checks

PHYSICAL DEMANDS: Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employees. Physical conditioning includes the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

Salary & Benefits: Non-Exempt hourly, Full-time (typically 32 hrs wk) plus health, dental, vision, and life insurance benefits. \$29.00-\$35.00 per hour based on experience.

Location & type of job: Work will take place primarily at the KUDOS program site located on one of three school campuses. Some flexibility for remote work on planning and training activities as arranged with KUDOS Director.

ABOUT US: Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn and evolve. At Flockworks, our values drive everything we do:

- We are mission-driven and aim to do the most with the resources available.
- We work from an outlook of “Abundance, Creativity & Inclusiveness” to shape efforts within our team and in our service to others in the community.
- We believe continuous learning is vital and strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- We see leadership and teamwork as vital to success. We create opportunities for everyone to develop leadership skills and teamwork. This involves our Board, Staff, and volunteers.
- We know that Collaboration with others is vital to the larger success of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone is part of fostering this shared sense of community commitment.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. Together, we are Flockworks, building community through creative and artful engagement.

I have read, understand and agree to perform the duties described in the job description for the KUDOS Site Coordinator.

Signature of employee

Date