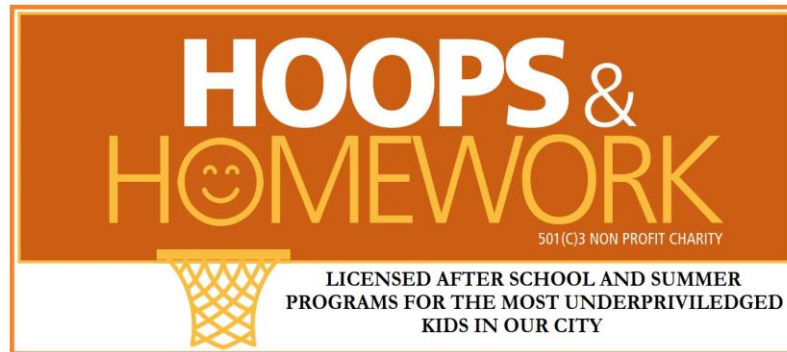


Program Director for Framingham Neighborhood Afterschool Program



Hoops and Homework, a licensed afterschool and summer program dedicated to expanding opportunities for underprivileged kids in Framingham, is looking for a Program Director. The individual will be involved in all aspects of the organization including supervision of staff at our two centers and will report to the Executive Director.

Hoops and Homework is a safe and nurturing neighborhood-based afterschool program which expands opportunities for youth in Framingham. The vision of Hoops and Homework is that all children in Framingham, regardless of income or neighborhood, will have the support and guidance they need to succeed in school and in life. We believe there is a need for afterschool services in the neighborhoods where children live and that in the neighborhood setting we can create a positive social and learning environment where all children can succeed.

The Program Director is a new, full time position that will have responsibility for creating educational content with the executive director and Board as well as coordinate 4-5 part time staff at both the Interfaith and Pusan Road sites. More than half of the time will be spent in planning and coordination of staff and volunteers but will include some time directly with children. Initially, the Program Director will directly supervise the Pusan Road site with staff support. The afterschool program is 3-6 pm with a 1 pm start on early release days and is 1-6 during the summer program. While overall hours can be flexible, direct participation in after school hours is necessary.

Job Description

Project Management

Develop an appropriate curriculum and plan activities that are consistent with the needs of the children and within the mission of the program. Ensure that the program is current with all licensing requirements and that all health and safety procedures are followed.

Staff Management

Recruit, hire, develop, and schedule direct personnel and volunteers as needed. Review and evaluate staff performance. Develop strategies to motivate staff and achieve goals.

Operations Management

Assist in financial management of budgeting, purchasing, and accounts payable as it relates to children program.

Community Relations

Build relationships with schools, town and state resources, and parents to articulate the programs and mission of Hoops and Homework.

Expected qualifications:

- At least 21 years of age with preference for a Bachelor's Degree or equivalent
- Have 3- 5 years experience working with school age children 5 to 14 years old
- Have administrative experience including supervising staff preferably in an education setting
- Available to work at least 35 hrs/week
- It would be a preference to have proficiency in Spanish

This is a full time contract position, with some flexibility to the hours, working for a small neighborhood based non-profit 501C-3 corporation. Compensation would range from \$43,000-\$50,000 /year depending on experience. We seek a person that can be dedicated to expanding opportunities to all our children and wants a position of growing responsibility in our organization.

For more information, check out our website: www.hoopsandhomeworkinc.com
or call Pam Kaufmann at (508) 320-2339
Please send in your resume p.kaufmann411@gmail.com