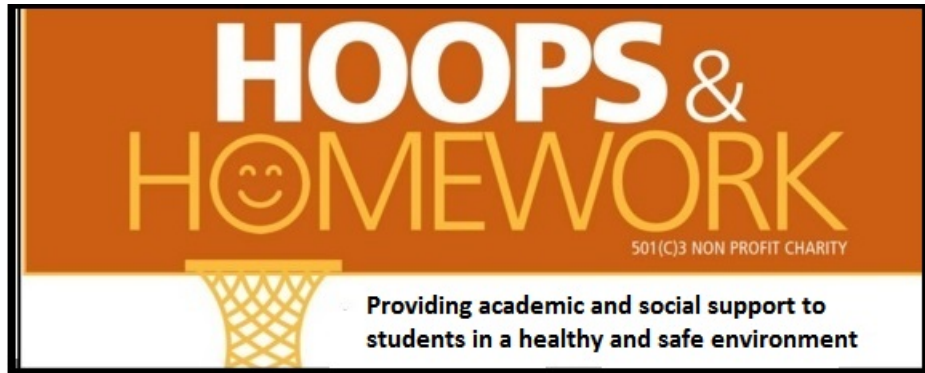


## **Program Director for Framingham Neighborhood After-School Program**



**Hoops and Homework, a licensed after-school and summer program dedicated to expanding opportunities for children residing in the lowest income area of 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 after-school program which expands opportunities for youth in our city. 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 after-school 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 Rd. sites. Most of the time will be spent in planning and coordination of staff and volunteers, and there may include some time directly with children. Additionally, the Program Director will provide some administrative support to the Pusan Road site. The after-school program runs from 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 the 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](http://www.hoopsandhomeworkinc.com)  
or call Pam Kaufmann at (508) 320-2339  
Please send in your resume [p.kaufmann411@gmail.com](mailto:p.kaufmann411@gmail.com)