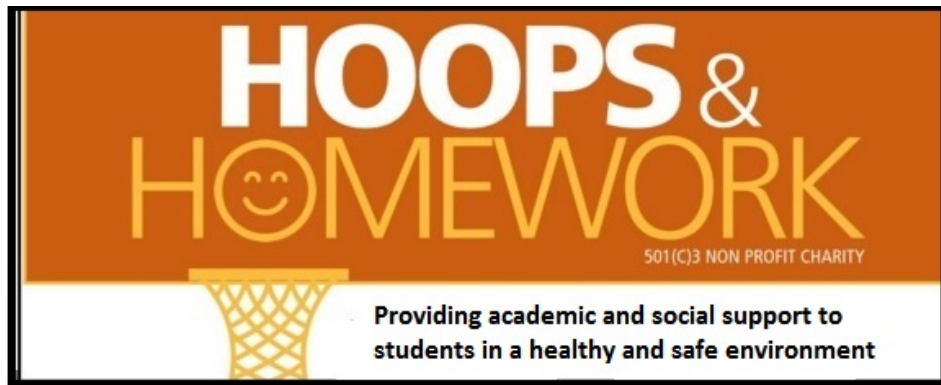


Executive Director for Framingham Neighborhood After-School Program



Hoops and Homework, a licensed after-school and summer program dedicated to expanding opportunities for children in Framingham, is looking for an Executive Director. This newly created position will be involved in all aspects of the organization including program development and operations. The Executive Director will grow and maintain partnerships with the community as well as city and business institutions. Together with the Board, the Executive Director will lead Hoops and Homework on the mission: *Hoops and Homework is a safe and nurturing neighborhood-based after-school 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 after-school services in the neighborhoods where children live and that in this neighborhood setting we can create a positive social and learning environment where all children can succeed.

The Executive Director (ED) is a full time position that will have responsibility for shaping educational and enrichment content. The ED will have an assistant and a Program Director to help guide 5 part time staff at both the Interfaith and Pusan Road sites. A key goal will be building strong site staff so that the ED can focus on curriculum, professional development, community relations, grants, and organization administration. The after-school program is 3-6 pm with a 1 pm start on early release days and is 1-6 pm during the summer program.

Please send inquiries to hoopsandhomework.framingham@gmail.com

Job Description

Program Responsibilities

Develop an appropriate curriculum of education, enrichment, and play that is consistent with the needs of the children and within the mission of the program. Lead efforts to create an environment of opportunity for social and emotional growth of children. Provide professional development to staff and create an environment for staff growth. Maintain qualified staff with clear objectives and performance evaluation. Ensure that the program is current with all licensing requirements and that all health and safety procedures are followed. Create and manage a program budget. Maintain a partnership with families, local community stakeholders including the city of Framingham and Framingham Public Schools Out-Of-School Time program.

Administration

Manage the organizations permits, Early Education and Care (EEC) licenses and other agreements required to operate two after-school facilities. Together with the Board create and manage a grants program focused on gathering resources for programs and staff overhead. Supervise an administrative staff person to maintain records and organizational operations such as scheduling, purchasing, and payroll. Present program and fiscal plans to the Board and participate in the strategy and tactics of fulfilling the mission of Hoops and Homework.

Community Relations

Build relationships with schools, city and state resources, and families to articulate the programs and mission of Hoops and Homework. Participate in outreach and fundraising activities. Be an advocate for the community and assist in identifying and addressing community needs.

Expected qualifications:

- At least 10 years experience in education or social work relevant to 5-14 year olds
- At least 3 years experience in education administration with prior experience in staff supervision, program planning, and budgeting
- Experience supervising child care staff preferably in an education setting
- Available to work at least 35 hrs/week
- Spanish proficiency preferred
- Experience in a non-profit organization preferred
- Prior experience working with a Board of Directors preferred

This is a full-time position, with some flexibility to the hours, reporting to the Board of Directors of this neighborhood based non-profit 501C-3 corporation. Compensation would range from \$50,000-\$60,000 /year depending on experience. We seek a person that can be dedicated to expanding opportunities to all children and a person ready to take a leadership position in a local organization.

For more background information on Hoops and Homework, check out our website:

www.hoopsandhomeworkinc.com

To inquire or apply please email to

hoopsandhomework.framingham@gmail.com