



WingspanArts
connecting the arts to life

**Assistant Site Director, Afterschool
Part-time Position
(Monday - Friday, typically 2:00 - 6:00pm)**

Wingspan Arts, a provider of innovative, high-quality arts education programs for school-aged children is seeking a highly professional Assistant Site Director who will report to the Site Director and Education Team. The candidate should be prepared to be a part of a successful and rapidly growing arts education organization.

Candidates should have:

- Strong leadership qualities
- A background or interest in the arts and education
- Experience managing people and supervising the day-to-day operations of a large program
- Excellent communication skills to liaise with school administrators, Wingspan staff and parent community during afterschool time
- Ability to inspire and motivate a community of children, parents and teachers
- Organization, interpersonal and technology skills
- A commitment to being a part of a high-energy, team-oriented environment
- A desire to cultivate and nurture a commitment to the arts in the children we serve.

Responsibilities include, but are not limited to:

- **Be a leader of Wingspan Arts at a school site; Represent the organization as a professional arts education organization.**
- Create a positive environment in which children feel comfortable, safe and engaged
- Assist in the management and supervision of day-to-day operations of the program
- Serve as a liaison with principal/school staff and parents and maintain ongoing communication with parents during pick-up time
- Work with the Site Director and Education Department for business affairs, administration, curricula and staffing issues
- Observe daily classes
- Serve as on-site support for Site Director and Teaching Artists
- Attend staff development trains
- Professional appearance at all times



Daily, Weekly and Monthly Expectations

Daily:

- Assist the Site Director with staff supervision of on-site assistants and teaching artists.
- Formally and Informally check in with School Administration; coordinate any last minute adjustment to the daily routine
- Ensure Teaching Artists Sign in
- Gather children from the classroom, administer snack, and take attendance for record purposes
- Observe class sessions
- Assist TA's with behavioral and/or other issues that may arise during club hours
- Assist SD with supervision of interns, assigning them work.
- Work with On-site Assistants to create daily after-club activities (5pm - 6pm)
- Be available to assist in finding last minute subs
- Create a positive and unique environment (take photos, put up bulletin board, music)
- Be responsible, alert and welcoming at pick-up time; make sure only authorized parents sign-out children
- Assist SD with creating, copying, and distributing all memos, with approval of Education Program Manager (field trips, cancellations, announcements)
- Oversee daily clean-up

Weekly:

- Maintain current files of all afterschool documents
- Assist SD with submission of weekly reports

Monthly:

- With the SD, Maintain and Update Site Calendar; coordinate with school administration for important upcoming dates



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Event-oriented Tasks

Pre-Semester:

- Contact school administrators and finalize: space for clubs, WA office, phone and internet, keys, important dates
- Ensure site has updated rosters at all times

Mid-Semester:

- Collect mid-semester Progress Reports and distribute to parents
- Organize mid-semester Open Club Week
- Fill out TA Evaluations and consult with Education Department regarding future programming

End of Semester:

- Organize end of semester Share Week and Showcase

Throughout Semester:

- Supervise Half Day Programming
- Distribute Marketing Materials from Wingspan Arts
- Maintain a clean office and supply area

Assistant Site Directors are employees of Wingspan Arts and are paid on a W2.

The Assistant Site Director position is a part-time position based on 20 hours per week, consisting of (but not limited to) 4 hours on site per day.

Please send resumes and cover letters to jobs@wingspanarts.org with ASSISTANT SITE DIRECTOR in the subject line. No phone calls, please. EOE.