



WingspanArts
connecting the arts to life

**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 Site Director who will report to the 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 leading 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 the 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
- Operate, manage and supervise all 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 Education Department for business affairs, administration, curricula and staffing issues
- Observe daily classes
- Serve as on-site support for Teaching Artists
- Attend staff development trains
- Professional appearance at all times



Daily, Weekly and Monthly Expectations

Daily:

- Supervise the teaching artists and site staff; assign assistants to class, manage Assistant Site Director (ASD) effectively
- 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
- Supervise interns, assigning them work. Interns report to the SD and ASD
- Be available to assist in finding last minute subs
- Create a positive and unique environment (take photos, put up bulletin board, music)
- Manage petty cash (\$100 per semester)
- Track each club's expenses
- Be responsible, alert and welcoming at pick-up time; make sure only authorized parents sign-out children
- Create, copy, and distribute all memos, with approval of Education Program Manager (field trips, cancellations, announcements)
- Oversee daily clean-up

Weekly:

- Office hours at Wingspan Main Office
 - Bi-monthly meetings with Education Team
 - Routing and printing necessary paperwork
 - Transporting supplies
 - Update Main Database
 - Maintain Club Email account
- Maintain current files of all afterschool documents
- Submit Weekly Reports
- Submit Semi-Monthly Time Sheets

Monthly:

- Maintain and Update Site Calendar; coordinate with school administration for important upcoming dates
- Order and coordinate the delivery of snack and any needed supplies
- Oversee site budget, tracking each club's expenses
- Route Staff/TA Expense Report to Main Office



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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

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

The Site Director position is a part-time position based on 22 hours per week, consisting of (but not limited to) 4 hours on site per day, and 2 hours per week in the Wingspan Main Office.

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