

Calvary Community Development Corporation (CCDC)

Title: Program Consultant
Reports To: CCDC Executive Director
Last Revised: March 16, 2011

Seeking an Educator with an Entrepreneurial Spirit

INTRODUCTION

The After-School Child Care, Enrichment Program & Tutorials (ACCEPT) provides a safe haven for students who need after school supervision and/or enrichment opportunities. While some children are enrolled primarily for custodial supervision while parents complete their workday, all students receive homework assistance and participate in academic enrichment activities to supplement their studies. ACCEPT will be in session until the end of the 2010-2011 school year.

Youth Enrichment Summer Camp (YES Camp), licensed by the State of New Jersey , offers a well-rounded six-week, innovative experience, designed to stimulate and facilitate fun, enrichment, leadership development, worship and wellness. Our purpose is to provide a Christian-oriented summer camp that reaches out to children in rising 1st thru 10th grades to instill in them love, trust, respect, self-esteem and faith in God. The camp develops skills and behaviors that lead to healthier lifestyle choices. The community benefits from our Camp because we teach our children caring and cooperative attitudes about responsibility, character building, leadership, and critical thinking. The 2011 Camp will be in session from June 27 through August 5.

OVERVIEW OF RESPONSIBILITIES

In addition to supervising both programs, creating lesson plans and interacting with students and parents, the successful candidate will redesign the ACCEPT Program for the 2011-2012 school year, considering multiple alternatives beyond an after-school program. A recruitment strategy will also be implemented.

Other responsibilities include, but are not limited to:

- Establish program objectives and set curriculum priorities
- Plan, organize, implement, direct and evaluate classroom sessions, and after-school tutorials
- Supervise the ACCEPT and YES staff, which includes ensuring that there is adequate coverage in all groups/classrooms at all times. Will rearrange staff as needed.
- Recruit, assign and monitor volunteer tutors, teachers and mentors.
- Prepare and maintain documentation, both internally and externally, for grant requirements.
- Prepare monthly progress report reviewing budget, enrollment, curriculum, volunteer status and policy/procedural updates.
- Ensure the highest level of customer service and effectively deals with conflicts or concerns.
- Develop and implement strategy to expand the Programs. Expand outreach of Program to students not currently being served.

HOURS & COMPENSATION

- Hours: April 18 – June 24, Noon to 6:00 p.m. Monday – Friday
- Hours: June 27 – August 12, 7am-4pm
- Provided adequate ACCEPT enrollment (minimum of 20 students for Fall) has been attained, Noon to 6 p.m. (40 additional weeks)
- Compensation: to be commensurate with experience
- Holidays: consistent with area school closings
- Part-time position/No medical benefits

Note: Initial term of agreement is for a maximum of 18 weeks. However, if ACCEPT has a sustainable Fall 2011 enrollment, this Position will be extended.

QUALIFICATION SUMMARY

The following qualifications are required of the successful candidate:

- Bachelor's Degree in one of the following areas: Education, Humanities, Social Sciences or Business. Special consideration given to candidates with Child Development Associate (CDA) Certificate or Group Teacher Approval from NJ Bureau of Licensing
- Enrichment programming experience in a leadership capacity
- Experience developing, implementing, organizing and evaluating childcare activities, including special events.
- Knowledgeable and experienced in all developmental levels for school age children.
- Experience providing leadership, instruction and training to team members.
- Proficient verbal and written communications skills.

The following experiences are preferred.

- Experience developing and maintaining school partnerships.
- Bilingual (English/Spanish).
- Ability to travel to local worksite, school and office locations, and to work flexible schedule.
- Proficiency with Microsoft Office.

CCDC will perform a thorough background investigation which includes a criminal conviction history, employment and credit history, and drug testing.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Interested applicants should email their resume and professional references to jobs@ccdcmorristown.org.