



POSITION DESCRIPTION

TITLE: Assistant Director of Grant Programs

REPORTS TO: Director of Grants

STATUS: Exempt

PRIMARY FUNCTION:

Plan, implement, supervise and promote Grant Programs (such as; AmeriCorps, Literacy, STEM, 21st CCLC, etc.) activities and programs after school for children and youth.

Exercise considerable discretion and independent judgment in performance of duties.

KEY ROLES: (Essential Job Responsibilities)

Special Initiative Management

Prepare Youth for Success:

Ensure the planning and implementation of Club-wide programs and activities that support the Formula for Impact's outcome-driven experience with specific attention to achieving the priority outcome of academic success.

Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation:

Ensure and oversee the implementation of special programs for members including homework help & tutoring, high-yield learning activities in all aspects of program areas, school collaborations, member incentives/recognition and family involvement.

Prepare and distribute marketing and additional education materials to recruit members to the special programs.

Ensure the program staff and AmeriCorps members communicate and collaborate with classroom teachers to develop individualized plans for AmeriCorps members.

Assist with recruitment, training, and retention of any part-time group leaders and/or AmeriCorps members for delivering special programs and activities.

Evaluate program on a continual basis and ensure programs/activities are in keeping with gender and cultural diversity.

Monitor and evaluate Club member's progress within the special programs.

Administer, collect, and track pre- and post-tests from program participants for reporting. Evaluate program data to ensure grant programming impact.

Financial tracking and reporting of grant programs expenditures and revenue.

Ensures the organization's compliance with all grant guidelines and regulations.

Assist with grant research and writing.

Supervision:

Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of participation figures, and any member conduct or other issues.

Ensure productive and effective performance and direct work of program staff, AmeriCorps members and volunteers associated with your grant program areas of oversight.

ADDITIONAL RESPONSIBILITIES:

- May be required to drive Club van.
- May be required to answer phones and perform other light administrative duties.
- Other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close contact with Club staff and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct; and advise/counsel. Recruits and cultivates volunteers through involvement in meetings and community events.

External: Maintain contact with parents or guardians in order to communicate about Club activities, explain or interpret Club guidelines, and address any conduct issues relative to members. Initiate and maintain positive communication with school principals and classroom teachers.

Work cooperatively to help achieve goals and grant objectives associated with the special programs.

SKILLS/KNOWLEDGE REQUIRED:

- College degree or equivalent experience
- Experience working with children
- Knowledge of youth development
- Experience planning and implementing quality programs for youth
- Ability to motivate children and youth and manage behavior problems
- Ability to organize and supervise children in a safe environment
- Ability to work with the general public (both verbal and written)
- Have valid State Drivers License (van drivers only)

SKILLS/KNOWLEDGE PREFERRED:

- Elementary or secondary education degree or hours completed towards an elementary or secondary education degree
- CPR/First Aid Certification (training provided)

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Assistant Director of Grant Programs Date

Approved by: _____
Executive Director Date