

Title: K-8, Program Manager
Reports to: Director of Programs
FLSA Status: Exempt
Employment Status: Full-Time
Benefits: Healthcare, Dental, Vision, IRA
Salary: \$40,000 - \$55,000
Work Location: In-person – Office, program sites
Resume Submission: careers@neighborhoodlearning.org

Offer Conditions:

Hiring: Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (cost for clearances provided by the organization if needed).

Work Schedule: Monday – Friday

Program Overview

The K-5 Little Warriors Summer Camps and Afterschool Programs are designed to empower students to embrace their genius, establish a sense of community, and explore learning activities that enhance their health and well-being. This is done through active play, project-based learning, enriched learning experiences, and field trips.

Under the supervision of the Director of Programs, the Program Manager works with the Director of Programs to ensure the creation of highly engaging out-of-school time learning materials, program compliance, and management of program sites, staff, and reporting.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that is team-oriented, can develop learning resources for OST programs, implement best practices for quality OST programs, and lead and support program sites.

Job Responsibilities:

- Provide leadership and management to ensure that the mission and core values of the Organization are put into practice.
- Implement the program guidelines and policies for the afterschool and summer camps in alignment with the grants.
- Monitor afterschool and summer camp sites, provide staff support.
- Serve as a liaison between site staff and parents/guardians.
- Design and plan a well-rounded afterschool program that aligns with the needs and interests of elementary and middle school students.
- Develop age-appropriate curricula, activities, and projects to enhance educational, social, and recreational experiences.
- Recruit, train, and supervise program staff, including instructors, aides, and volunteers.
- Provide ongoing support, guidance, and professional development opportunities for staff members.
- Oversee the day-to-day operations of the afterschool program, ensuring a safe, inclusive, and positive environment.

- Implement strategies to address the diverse needs and learning styles of elementary and middle school students.
- Implement and enforce safety protocols to ensure the well-being of all participants.
- Maintain and manage program data and systems (enrollment, attendance, school performance data, etc.)
- Support the Director of Programs with generating reporting for grants and board updates.
- Performs other duties assigned for which the employee is qualified and physically able to perform.
- Participate in fundraising events and other program events that advance the mission of the organization.

Qualifications:

- Bachelor's degree in education, child development, social-work, or a related field. Experience working with elementary and middle school students in an educational or recreational setting preferred.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Knowledge of child development principles and best practices in afterschool programming.
- Passion to serving the community and ensuring student success.
- Basic knowledge of using technology (computers, iPad, tablets, projector, etc.)
- Ability to troubleshoot and problem solve.
- Ability to work independently and collaboratively.
- Comfortable communicating with elementary and middle school students and families.
- Experience working with diverse populations.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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