



The Arbor Learning Community Program Director

The Arbor Learning Community is a vibrant, growing, non-profit organization on the forefront of homeschool education looking for a Program Director who enjoys working with children, supporting educational options for gifted and homeschooled students, and who can oversee daily operations in a fast-paced educational setting.

Salary

Hourly: \$26-\$30/hour

Hours

August-May: 42 weeks per year, 24-40 hours per week (currently 8:30-3:00 Monday, Tuesday, Wednesday, and Friday; over time will become 40 hours per week)

Summer: 8 summer weeks per year, 16-20 hours per week Monday-Thursday

The Program Director enjoys working with students, parents, and teachers in a homeschool community designed for gifted, twice-exceptional, and inquisitive students, to provide unique learning opportunities. The Program Director supports the Executive Director with program design and implementation and oversees daily operations in a professional, organized, and flexible manner; communicates clearly to help build relationships and cultivate community among students, parents, teachers, office staff, and volunteers; and anticipates issues and solutions within the program.

Job Duties

- Supports the Executive Director with program design, implementation, and evaluation, including the design and creation of spring, summer, and fall online and in-person class schedules to support the mission of the Arbor in serving the needs of gifted and inquisitive students
- Assists with the development and implementation of employee hiring and evaluation processes, assists with interviewing and hiring of new staff,

- Oversees daily operations, including assisting students, families, and teachers, and resolving issues as needed, and developing and implementing policies and procedures
- Coordinates special events, including virtual social events, a Fall late afternoon Showcase, and a Spring evening Open House
- Coordinates parent volunteers and oversees lunch and break supervision beginning in Fall 2021
- Develops and implements COVID-19 related processes and procedures for Fall 2021, including training and supervising teachers, office staff, and volunteers in carrying out these processes and procedures
- Oversees annual review of and training in emergency procedures
- Supervises the Registration & Billing Coordinator and his or her work on registration
- Supervises the Marketing Assistant and his or her work advertising and promoting The Arbor and its classes, events, and programs
- Supervises one or more Office Assistants and their work compiling and publishing the fall, spring, and summer schedules, updating the website, processing student data, etc.
- Builds rapport when communicating with students, families, teachers, office staff, and volunteers in person, on the phone, and via email; uses discretion and confidentiality when processing student and family information
- Occasionally lifts and/or moves materials up to 25 pounds
- Walks up and down stairs multiple times per day
- Other duties as assigned

Job Requirements

- Bachelor's Degree
- Five years of professional experience working in an educational setting
- Passion for supporting the needs of gifted, twice-exceptional, inquisitive, and homeschooled students
- Experience with online Learning Management Systems (such as Canvas) preferred
- Experience with marketing and schedule creation preferred
- Strong attention to detail and accuracy
- Excellent organizational skills
- Exceptional people skills, including strong verbal, written, and interpersonal communication skills
- Ability to both take direction and independently problem solve
- Ability to maintain composure while switching between tasks efficiently in a rapidly changing environment
- Experience with Word, Excel, and Google Docs required
- Experience with registration, website management, and survey software preferred
- Fingerprinting required

The Arbor is an equal employment opportunity employer and will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

Updated November 16, 2020