



TARRANT COUNTY KIDS SITE MANAGER JOB DESCRIPTION

Position Title: Site Manager—Tarrant County Kids

Category/FLSA Status: Part-Time, Non-Exempt

Supervisor: Director of Tarrant County Kids

Supervises: Assigned Site Instructors

Work Location: Assigned Tarrant County Kids Program Site

Position Summary:

The Site Manager fulfills administrative responsibilities directly related to Tarrant County Kids program development and implementation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Program Management:

- Ensure assigned program meets or exceeds requirements in the Minimum Standards for School-Age and Before or After-School Programs as set by the TX Department of Family and Protective Services.
- Administer agency-approved programs, both directly and through staff.
- Utilize agency resources to develop coordinated, effective programs.
- Assess programs periodically to ensure relevancy.
- Meet as necessary with parents to explain programs and keep them updated on students' progress; inform them of their students' problems, concerns, and needs.
- Coach students individually or collectively; make referrals as needed.
- Inform supervisor and other necessary staff of problems, concerns, needs, and trends.
- Direct upkeep of program facilities.
- Prepare program reports as requested.

Staff Management:

- Supervise, train, and evaluate assigned Site Instructors and other Girls Inc. staff.
- Ensure employees comply with the Minimum Standards for School-Age and Before or After-School Programs as set forth by the Texas Department of Family and Protective Services.
- Match employees' assignments with their skills, abilities, and training, and ensure they fulfill their assignments and responsibilities effectively.
- Encourage staff to be creative and innovative; inspire and motivate them to explore new and different approaches to keep programs engaging and interactive.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Participate in periodic assessment of own performance.
- Participate in staff meetings and agency trainings; work collaboratively with staff to meet goals.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- Bachelor's degree with courses in social work, education, recreation, psychology, or sociology; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Knows, understands, and complies with the Minimum Standards for School-Age and Before or After-School Programs as set forth by the Texas Department of Family and Protective Services.
- Work experience in youth services or related field.
- Skill in working with diverse clients, staff, and communities.
- Ability to foster youth participation in program planning, problem solving, and decision-making.
- Ability to develop, implement, and coordinate multi-faceted programs that are responsive to participants' needs, and interests, and to inspire, stimulate, and encourage creativity and innovation.
- Available to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Maintain certification in first aid and CPR, and a current tuberculosis screening.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Bilingual in Spanish.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with professionals and program participants. Work is performed in an office or school gym setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.