2707 E. Fayette Street Baltimore, MD 21224

410-675-7000

[bcpinfo@baltimorecp.org](mailto:bcpinfo@baltimorecp.org)

# Out of School Time Program Director Job Description

**Term:** 12 Month Position

**Schedule:** School Year – 10:00 AM to 6:00 PM

Summer – 8:00 AM to 4:00 PM

**Employer:** Baltimore Curriculum Project, assigned to a BCP School Full Time

# Supervisory Structure:

* Immediate Supervisor: Principal of BCP School
* Overall Supervisor: Laura Doherty, President, Baltimore Curriculum Project

**Salary:** Competitive Salary.

**Benefits:** Full-time employee benefits package provided through the Baltimore Curriculum Project.

# Description:

The BCP School has dedicated resources to the creation of robust extended student services, stemming from a belief that the successful education of any student cannot occur solely between the hours of 8:00 AM and 3:00 PM during the school year.

The **Out of School Time Program Director** will work cyclically to plan, prepare, execute and reflect on high quality After School programming. The Director in conjunction with Baltimore Curriculum Project, will oversee all aspects of the programs including hiring, fund raising, curricular and programmatic decisions, evaluation and management of program staff, budget management, advocacy, and community building.

The Director will collaborate with School Leadership and Baltimore Curriculum Project leadership in an effort to create a seamless union of the school, the after-school program and the Community School strategy. This will involve the closest work with the Principal of the BCP school and the Community School Coordinator.

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The BCP School based Out of School Time Programs have provided many great opportunities for our students in the past. The Director must balance a continuation of successful previous programs while always searching for new opportunities to expand student experiences.

Characteristics of the Successful Director Candidate will include:

* + Flexibility
  + Creativity
  + Collaborative Nature
  + Organized
  + Able to build relationships
  + Engaged
  + Humble
  + Cheerleader
  + Persistent
  + Caring
  + Able to work with a team
  + Visionary
  + Consistent
  + Respectful
  + Responsible
  + Problem Solver

The successful candidate will be able to demonstrate a strong, creative, and adventurous nature and that they have successfully worked as a member of a team, pushing for new ideas and approaches to problem solving while at the same time remaining constantly aware of the ways that they are able to help the organization as a whole achieve organizational goals.

# NOTE: The availability of this position is dependent upon a pending grant award. Please submit a resume and cover letter to [bcpinfo@baltimorecp.org](mailto:bcpinfo@baltimorecp.org)

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