

## **Program Director Responsibilities**

The program director responsibilities vary for each program. Responsibilities will differ depending on the organizational structure of the advisory committee, number of sites, number of staff and students, type of programming and funding source (program income, grant funds or community partnerships). In all cases, the program director will be working directly with people, including staff, volunteers, parents, students, partners and community members.

The advisory committee should establish these responsibilities prior to the search and selection of the program director. Below you will find possible responsibilities.

- Recruit, hire and supervise program staff.
- Recruit and supervise program volunteers.
- Develop policies and procedures for staff and students.
- Recruit and retain students to participate in programming.
- Establish and maintain community partnerships.
- Communicate and interact with school board, school staff, community partners and families.
- Collaborate and interact with school administrators.
- Supervise use of the facility during after school hours.
- Oversee licensure and food program requirements.
- Conduct evaluation and continuous improvement measures.
- Develop and maintain financial reports.
- Secure funding (grant funds, partnerships or family fees).
- Develop a plan for sustainability.
- Plan after school and/or summer programming (or oversee staff plans).
- Teach after school and/or summer programming (or monitor lesson plans).
- Offer or oversee activities to engage students and families.
- Provide oral presentations and written reports to the school and community.
- Conduct staff meetings.
- Organize professional development offerings for program staff.