



PO BOX 220274
KIRKWOOD, MISSOURI 63122
314-821-3477
www.sproginc.org

JOB DESCRIPTION FOR PROGRAM DIRECTOR OF SPROG, INC.

GENERAL RESPONSIBILITY:

- Plan, direct, train and supervise a summer educational and recreational activity program serving children in Kindergarten through eight grade for a period of seven weeks during the summer, with *LOVE and CONCERN* as the motto.

CHARACTERISTICS NECESSARY:

- An individual who is very outgoing, open-minded, creative, loves children and people in general; business background preferred.
- Should have successfully completed an undergraduate (4 year) college degree.

QUALIFICATIONS:

- Extensive working with children in a supervised environment.
- Organized with good verbal and written communication skills.
- Possess strong leadership skills; experience in supervising and training preferred.
- Emotionally mature and willing to accept responsibility.
- Team player that can relate positively to all Board Directors, Administrators, Teachers, Counselors, Volunteers, Participants and Parents.
- Be in good health, vitality and physical stamina.

SPECIFIC RESPONSIBILITIES:

- Responsible for hiring staff to include the Teaching Staff and Counselors.
- Train the Counselors in preparation for the summer session.
- Supervise the daily summer session activities.
- Review and complete performance evaluation of all staff (Supervisor, Teachers, Counselors and Volunteers) at the end of the summer program. This info is to be shared with the Executive Director.

ESSENTIAL RESPONSIBILITY:

- Ensure that plans are made for the summer session including:
 - Staffing needs
 - Summer participation registration
 - Training workshops for Counselors



Program Director Job Description (*Continued*)

- Parent Meeting
- Plan Field trips
- Plan Swimming Trips
- Review space allocations with Grace Church
- Work with Executive Director and Board of Directors to develop and implement annual budget
- Ability to train staff.
- Create training workshops for the prospective counselors and volunteers that include: building self-confidence, learning to trust others, how to get along with others, how to complete an application, mock interviewing, how to be flexible, what to expect on a job interview, how to complete tax forms for payroll deductions, how to set goals and reach them, how to complete time sheets, writing daily schedules, how to handle children who misbehave.
- Visually observe the assigned staff in performance of their duties, as well as the behavior of participants in their care and be able to provide guidance as needed.
- Visually identify problems in the daily operation and respond appropriately.
- Physical ability to respond appropriately to situations requiring first aid.
- Be able to work and communicate well with a variety of age groups.
- Work with the Executive Director to ensure that SPROG follows building use guidelines set up with the Grace Episcopal Church and Staff.
- Be responsible for opening up in the mornings and closing in the evenings, making sure that all equipment is secure, doors locked and that the premises are left in a neat and orderly manner.
- Make final decisions regarding discipline problems of children, contacting parents when necessary.
- Assist in settling disputes between employees if the need arises.
- Schedule staff meetings as needed with the Teachers, Supervisor, Counselors and Volunteers.
- Accompany and supervise the camp on all field trips.
- Prepare enrollment packets that contain the rules and regulation for the participants, calendar of activities and any other pertinent information.
- Develop news releases and program promotional materials
 - Recruit participants for the summer session through advertisement in the media.
 - Recruit staff positions through advertisements.
 - Recruit staff positions through the area school districts.
 - Recruit participants through the area school districts.
- Work with the Executive Director to complete and distribute SPROG's Annual Report to be completed by December of each year.
- Work with Executive Director and Board of Directors to develop and implement fund raising initiatives.



Program Director Job Description (*Continued*)

REPORTS TO

- The Program Director will report to the Executive Director and the Board of Directors of SPROG, Inc.

APPROXIMATE TIME COMMITMENT

- Must be available full-time in June through August for the summer session.
- Must be available and very flexible January through June and September to December to assist in planning for the summer program with the Executive Director and to respond as needed.

END RESULTS

- Achieve the goals and objectives of the SPROG summer program by managing a quality program.
- Ensure that a creative, well-balanced and safe program is provided for all participants.
- Make a positive affect on the life of the each camper and strive to provide each participant with a fun, rewarding and educational experience.

SALARY

- To be discussed.

APPLICATION PROCESS

- Mail resume to
Karen D. Mosley
SPROG Inc.
PO BOX 220274
Kirkwood, Missouri 63122
- Forward via email to
sprog.karen@gmail.com