

## **Job Description After School Program Manager McIntosh Memorial Library**

### **General Description**

Under the direction of the Youth Services Director the After School Program Manager develops and implements daily activities to support the After School Program.

### **Supervision**

Works under the immediate supervision of the Youth Services Director.

### **Duties**

- Responsible for implementing the program registration process.
- Serves as the liaison between the McIntosh Memorial Library, enrolled families, and Viroqua Area Schools.
- Writes monthly newsletters for distribution to enrolled families.
- Coordinates the purchasing and pickup of program food.
- Strong interest in working with youth in 1<sup>st</sup>-4<sup>th</sup> grade.
- Helps to develop, promote, and implement services for youth in the After School Program.
- Assists children with assignments and homework, such as reading, writing, science, and mathematics.
- Prepares learning materials and equipment, such as books, crafts, games, computers, and other supplies as needed for use by program attendees.
- Interacts with children to provide guidance, interpersonal, emotional support, and motivation.
- Prepares and serves a daily snack by counting, measuring, and weighing food supplies while following the guidelines of quality food service.
- Implements a daily excursion and monthly walking field trip with all program participants.
- Ability to negate conflict within the group and offer redirection with patience and confidence.
- Maintains an organized and clean program area.
- Ability to work in a team environment.
- Ensures all program policies and guidelines are adhered to.
- Follows and supports library policies.
- Attend trainings as needed.

## **Knowledge, Skills, and Abilities**

- Excellent ability to work with youth.
- Experience in implementing children's activities.
- Ability to work independently.
- Ability to foster a fun and safe classroom environment conducive to learning.
- Ability to work with children and remain friendly, calm, and patient always.
- Solid organizational skills and ability to maintain a tidy and neat program space.
- Ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general community.
- Ability to establish and maintain relationships with parents, guardians, and children enrolled in the After School Program.
- Ability to provide leadership to a group of children and staff independently whether inside or outside the library.
- Ability to communicate effectively orally and in writing.
- Ability to operate computers with proficiency using the internet.
- Ability to organize physical materials, communications, and schedules.
- Ability to create a courteous, pleasant first impression of the library and establish a good rapport.
- Strong decision-making ability for health, safety, and betterment of all.
- Flexibility and competence to deal with multiple and extra unexpected tasks simultaneously.
- Friendliness, enthusiasm, energy, initiative, resourcefulness, tact, good judgment, flexibility, and a sense of humor.

## **Physical Requirements**

- Ability to work outside year-round.
- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, changing priorities and conditions.
- Ability to use a computer, printer, copy machine, and business smart phone.
- Ability to move and/or lift materials up to 25 pounds.
- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via printed word.
- The ability to mobilize to successfully complete errands and tasks for After School Program both inside and outside of Viroqua.

## Qualifications

- An associate degree and/or a minimum of two years related experience in youth orientated events
- Experience managing or working in an After School Program.
- Experience working with children and families.
- Experience working with children’s social, emotional, and character development.
- Experience in libraries is preferred but not required.

*The City of Viroqua is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

### ACKNOWLEDGEMENT OF JOB DESCRIPTION

Reviewed with employee by:

Signature: \_\_\_\_\_ Name (print):

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Title: \_\_\_\_\_ Date:

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Received and accepted by:

Signature: \_\_\_\_\_ Name (print):

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Title: \_\_\_\_\_ Date:

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