

## **JOB DESCRIPTION**

- 1. Position Title: B-Safe Site Manager**
- 2. Responsible to: Deputy Director of Youth Development**
- 3. Education Requirements: Bachelor's Degree preferred**
- 4. Position Summaries:** Site Managers will be placed at one of the two sites associated with the B-Safe program. Site Managers are responsible for each staff member and student assigned to their site. The Site Manager will be responsible for ensuring all curriculum is implemented effectively, programming, safety, staff support and staff supervision. The Site Manager will serve as the key contact with families, staff, volunteers, and the host site. The Site Manager is responsible for promoting and supporting leadership development, including training and coaching, of all people at all levels at their site.
- 5. Qualifications**
  - A. Be at least 18 years of age
  - B. Experience working with children is a MUST
  - C. Ability to work outside during the summer in various weather conditions
  - D. Ability to lift up to 50 pounds
  - E. Ability to walk for long periods of time in the heat or other weather conditions
  - F. Ability to work independently
  - G. Ability to multitask and thrive in a fast paced, active environment
  - H. Ability to use and learn Salesforce and Boston After School and Beyond (BASB) database for attendance
  - I. Problem solving skills
  - J. Ability to communicate clearly, effectively, and frequently with other staff.
  - K. Ability to complete required training by the start of camp
  - L. Spanish, Mandarin, Cape Verdean Creole, and/or Haitian Creole language skills helpful.

### **Duties and Responsibilities**

- A. The ability to supervise a professional staff consisting of individuals with varying experience, competency and cultural backgrounds
- B. Instructing staff on how to effectively implement curriculum/Implements the academic and enrichment programming for B-SAFE
- C. Additional plans for rain days/Back up plans
- D. Observing groups during rotations
- E. Coaching and redirecting staff when necessary
- F. Communicate with stakeholders effectively and in a timely manner
- G. Communicate effectively with Deputy Director of Youth Development regarding any and all issues related to programming

- H. Filing reports as necessary (Incident, injury etc).
- I. Works collaboratively to ensure that all B-Safe Standards are being upheld
- J. Maintains accurate records as well as engages in regular reporting, evaluation, and measurement including daily end of day emails, weekly reports, regular data collection (such as attendance on Boston After School & Beyond), and other reporting as determined necessary by SSYP (including a cumulative end of summer report)
- K. Ensure program area is clean prior to departure
- L. Attending all field trips and off-site activities
- M. Ensuring the safety of the program site at all times
- N. Instructing staff in an effective and calm manner at all times especially during emergency situations
- O. Follow all program policies and standards
- P. Maintain professionalism at all times
- Q. Perform other duties as assigned within the scope of the position