

## Homework House INC

Title: Director of Programs  
Report to: Executive Director

Status: Fulltime, exempt, at-will

The Director of Programs provides leadership and direction for the overall cohesion and implementation of Homework House's academic support programs.

### **Essential Functions and Responsibilities:**

The Director of Programs is responsible for overseeing all aspects of the daily operations of Homework House programs, including program administration and contract performance, program development and ensuring programs are sufficiently staffed and effectively run. The DOP will work closely with the Holyoke Public schools, oversee student evaluation and curriculum development, supervise staff and support the recruitment and training of volunteer tutors. The Director of Programs will:

1. Keep the organizational mission and values at the forefront of Homework House's work and before the eyes of the children, staff, and volunteer tutors.
2. Hire, supervise and evaluate staff, schedule and chair regular staff meetings, and work toward always maintaining high staff morale.
3. Allocate and monitor work assigned to staff, provide ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
4. Coordinate and assist in the marketing and distribution of program information.
5. Work with the Executive Director to identify funding opportunities and understand and meet grant obligations.
6. Implement and manage special programs and/or events, and/or participate in the implementation of other activities as necessary.
7. Responsible for the recruitment and enrollment of children throughout the year ensuring that student-related databases are up to date.
8. Responsible for program development, evaluation and continuous improvement.
9. Serve as contact with public school administrators and personnel referring children to Homework House and sit on relevant task forces or coalitions.
10. Communicate regularly with the families of the children enrolled in Homework House and work with staff to promote families' engagement in our programming.
11. Report regularly to the Executive Director and as needed, to the Board of Directors.
12. Keeps daily records required for the fulfillment of all these tasks.
13. Assume other tasks, assignments and responsibilities as needed or directed.

### **Skills required:**

1. Track record of successful management of youth development programs, providing supervision and leadership of after school, summer and enrichment programming with an academic focus
2. Excellent organizational skills and the ability to multi-task in an extremely fast-paced, ever-changing, demanding environment.
3. Commitment to serving economically-disadvantaged children.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Must have excellent verbal and written communication skills
6. Proficiency in Office and Google Workspace applications.

### **Education/Experience:**

- Bachelor's degree in education, social services, social work or community development required. Master's degree preferred
- A minimum of 3 years work experience effectively managing or delivering educational programs to school-age children.
- Classroom experience as an elementary school educator strongly preferred.
- Bilingual Spanish/English **STRONGLY** Preferred
- Valid MA driver's license and reliable transportation required.