



Title: Director of K-8 Programs
Reports to: Executive Director
FLSA Status: Exempt
Employment Status: Full-Time
Benefits: Healthcare, Dental, Vision, IRA, PTO
Hourly Rate: \$55,000 - \$67,000
Work Location: In-person
Resume Submission: info@neighborhoodlearning.org

Offer Conditions:

Vaccination: Must submit proof of COVID-19 vaccination
Hiring: Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (Cost covered by the organization)
Work Schedule: Monday-Friday

Position Overview

The K-5 Little Warriors Summer Camps, Beporeschool, and Afterschool Programs are designed to empower students to embrace their genius, establish a sense of community, and explore learning activities that enhance their health and well-being. This is done through active play, project-based learning, enriched learning experiences, and field trips.

Under the supervision of the Executive Director, the Director of K-8 Programs works with the Executive Director to design and implement high quality summer programming and before and after school programs. The Director effectively manages all program reporting, partnerships, professional learning, the K-8 team members, and student programming.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that can develop innovative curricular activities, implement best practices for quality Out-of-School-Time (OST) programs, train OST staff, manage a team, and build relationships with stakeholders.



5429 Penn Avenue, Pittsburgh, PA 15206
Tele: (412) 363-1914, Fax: (412) 363-1592, Website: www.neighborhoodlearning.org

Job Responsibilities:

The essential functions include, but are not limited to the following:

- Provide leadership and management to ensure that the mission and core values of the Organization are put into practice
- Curate curricular experiences that provide K-8 students the opportunity to explore Reading and STEAM in innovative and highly engaging ways aligned to real-world experiences
- Expand and maintain current partnerships with school districts through relationships with administrators, school staff, and/or board members
- Establish organizational goals and objectives
- Foster a positive and success-oriented work environment that is in aligned with the Organizational goals and culture
- Recruit, train, and supervise all program staff, interns, and volunteers
- Compile and evaluate data to ensure compliance with organization policies and monitoring program components
- Performs other duties assigned for which the employee is qualified and physically able to perform
- Participate in fundraising events and other program events that advance the mission of the organization

Qualifications:

- College degree preferred in social work, counseling, or teaching, but not required; or nonprofit experience of 5 years or more with equivalent leadership experience in afterschool programming for non-degree applicants
- Experience managing and leading a team to achieve goals and complete tasks in a timely and efficient manner
- Systems oriented thinker who can scale models to be executed across partner sites
- Preferred experience with government funded programs
- Possess time management and organizational skills necessary to manage multiple projects
- Proficiency with Microsoft Office/Google Workspace, donor/member management systems, and online and website communications tools and strategies
- Passion for serving the community and ensuring student success
- Ability to troubleshoot and problem solve
- Ability to work independently and collaboratively
- Strong communication skills (written, oral, verbal, body language)
- Comfortable communicating with stakeholders
- Have reliable transportation or able to access before-school and afterschool sites
- Experience working with diverse populations



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Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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