

KID NATION, INC.
JOB DESCRIPTION

PROGRAM SPECIALIST

ACCOUNTABILITY:

The Program Specialist is appointed by the Executive Director and reports/is accountable directly to the Executive Director and/or Site Director.

JOB SUMMARY:

The Program Specialist is responsible for planning and executing activities for the designated department in areas of Academics, The Arts, Fitness and Recreation, STEM, Computers, Foreign Languages, or other approved areas.

ESSENTIAL JOB FUNCTIONS:

1. Acts as the lead in organizing, designing, and implementing activities/curriculums in program areas to include writing reports, weekly schedules, and other documentation.
2. Motivate youth to participate in programs/activities through proficient instruction, engagement, recognition, and other innovative efforts.
3. Participate in trainings, meetings, presentations, recruitment efforts, and other job-related duties.
4. Design programs/activities that reflect the youth interests and work towards achieving desired results.
5. Maintain the program areas in an organized manner ensuring that all equipment is clean, sanitized as applicable, accounted for, and secured where designated.
6. Must ensure that all equipment, furniture, or other items are in working order, safe, and in good condition to include immediate reporting/securing/reordering of items.
7. Checking the facility for safety hazards prior to taking the youth to designated areas.
8. Must exhibit unparalleled customer service skills and help create a welcoming, understanding, safe, and caring environment.
9. Maintains appropriate level of discipline, supervision of youth/areas, and reporting of incidents as required to appropriate and approved channels.
10. Assist with the transportation and/or monitoring of youth during the After-School Transportation Program, field trips, and ensure the safety/accountability of all passengers to include the application of vehicle use guidelines.
11. Performs other duties or tasks that may be assigned.

JOB REQUIREMENTS:

1. Bachelor's Degree and one-year experience working with youth ages 6-17; or,
2. Two years' experience in recreation, STEM, computers, the arts, or academics
3. Must pass a thorough background check and authorized to work in the U.S.
4. Current Driver's License with clean driving record, able to drive, or have a willingness to learn to drive a 14-passenger van and/or school bus (if applicable)

QUALITIES WE LOOK FOR IN A TEAMMEMBER:

1. Must have an overall good character, communication skills, in good health, and a professional need for transparency.
2. Must have a passion for driving innovation and excellence with your team, programs, the youth, families, and the community.
3. Must have the capacity to have fun, be engaging, and act silly when appropriate.
4. Must have the aptitude for building and maintaining teams to include a team atmosphere.
5. Must have a realistic understanding of community life and social forces that influence and affect boys and girls of diverse backgrounds.
6. Must be able to provide constructive feedback and receive feedback with an open mind.
7. Must have self-motivation, initiative, and capacity to get things done within certain time frames.
8. Must be able to lead by example and serve as a role model for the organization and community.
9. Must be responsible both in and out of work settings to include maintaining an appropriate level of social media presence that does not reflect negatively on the organization.
10. Must possess a capacity for loyalty and support of the organization's mission, goals and the policies of Kid Nation, Inc.

SKILLS AND TALENTS WE LOOK FOR:

1. Ability to implement programs and a passion to achieve results.
2. Ability to properly organize, manage inventory, and help maintain the facility.
3. Excellent classroom management and presentation/outreach skills.
5. Excellent monitoring/supervision skills of youth in various locations.
5. Ability to read, write, and have basic math/computer/office equipment skills.
6. Excellent communication skills and capacity to give, receive, and apply constructive feedback.
7. Capacity for being fair, objective, factual, and responding appropriately when faced with disgruntled youth, caregivers, or during disciplinary action proceedings.
8. Must be innovative, forward thinking, competitive, creative, and logical.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to safely lift 40 lbs. Must be able to work in an office atmosphere including all areas of the facility, and outdoor environments.

POSITION CLASSIFICATION:

Part-Time; Non-Exempt Status

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.