



## **KIDWORKS COMMUNITY DEVELOPMENT CORPORATION**

### **Job Opportunity: Kinder-12<sup>th</sup> Grade Program Director**

**Job Title:** Kinder-12<sup>th</sup> Grade Program Director  
**Department:** Programs - Kinder-12<sup>th</sup> Grade  
**Reports To:** Sr. Director of Programs  
**Classification:** Exempt / Full-Time  
**Annual Salary:** \$68,500 - \$75,200  
**Benefits:** Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

#### **ORGANIZATION**

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory>.

#### **POSITION SUMMARY**

Reporting to the Senior Director of Programs, the Kinder-12<sup>th</sup> Grade Program Director is a dynamic, self-driven leader committed to personal development, academic success, and leadership growth for all students. The role is responsible for leading, managing, and ensuring accountability across all aspects of after-school programming, as well as summer programs and enrichment activities.

The Director oversees program design and evaluation, ensuring the development and implementation of engaging, quality curriculum and activities that align with organizational goals.

This role includes oversight of all Kinder-12<sup>th</sup> grade programs across multiple centers, ensuring consistency and excellence in program delivery. The Director currently oversees a main center and two satellite centers. They will oversee the launch of an additional satellite center this year, with the potential of additional centers in the future. This position currently supervises four direct reports and oversees the overall Kinder-12<sup>th</sup> Grade team made up of fourteen staff.

The Director also manages staff training and performance, applies department policies, and ensures adherence to health and safety standards. A key focus is fostering strong student engagement through innovative programming and maintaining effective partnerships with community stakeholders.

#### **ROLES AND RESPONSIBILITIES**

##### **Program Leadership and Management**

- Lead the creation, development, and/or selection of curriculum for after-school and summer programs, ensuring alignment with KidWorks' Success Strategies (Personal Development, College and Career Readiness, Leadership Development).



- Develop and implement innovative strategies around youth leadership development.
- Stay current with industry best practices in after school programming, child development, and youth leadership development to ensure program quality and impactful outcome.
- Utilize an Asset Based Community Development (ABCD) approach, emphasizing the strengths and resources with the community to inform and enhance out work.
- Oversee the integration of program components, maintaining consistent quality across all mediums.
- Ensure program design meets academic, social-emotional, and leadership development goals for all K-12 students.
- Coordinate with other KidWorks departments to integrate cross-departmental initiatives that enhance student experience and outcomes.
- Partner with community organizations to develop collaborative programs and partnerships that advance KidWorks' mission and benefit the students and families served.

### **Program Evaluation**

- Foster a data-driven culture focused on continual quality improvement. Use both quantitative and qualitative data to assess program impact and implement changes.
- Lead efforts in creating and managing internal data tracking tools (e.g., surveys, KidTrax database, and case management) to monitor program effectiveness and support reporting.

### **Staff Development**

- Recruit, train, and supervise the after-school program staff, including setting performance goals and conducting regular evaluations to support professional growth.
- Lead, motivate, and provide regular feedback to staff to ensure alignment with KidWorks' mission and desired outcomes. Create opportunities for staff development through training and professional development.
- In collaboration with Operations and Facilities, ensure that all programs adhere to local and state health and safety regulations. Stay updated on relevant protocols and implement necessary adjustments to keep students and staff safe.
- Collaborate closely with the Volunteer Services team to engage volunteer, ensuring they are integrated into program activities in a way that enhances student support.
  - Develop leadership opportunities for volunteers to deepen their commitment and impact on organizational goals.

### **Financial Management**

- Work with the Chief Financial Officer to develop, manage, and monitor the department's budget. Ensure that resources are allocated effectively to meet program needs and priorities.
- Proactively identify areas where funding is needed and collaborate with the Philanthropy team to prioritize opportunities.
- Partner with the Philanthropy team to identify donor and corporate engagement opportunities that align with program needs.
- Assist in grant reporting and provide student highlights for funding reports. Engage donors through storytelling and showcasing student success to support fundraising initiatives.

### **Stakeholder Feedback & Engagement**



- Establish and maintain a continual process for gathering feedback from students, families, and other community stakeholders. Incorporate their recommendations to improve program design and delivery.
- Model strong communication with parents and caregivers to keep them informed and involved in their child's development.
- Represent KidWorks in community settings, including presentations, speaking engagements, and task force participation. Build organizational awareness and foster relationships that strengthen KidWorks' presence in the community.
- Cultivate and maintain strategic partnerships with schools, local organizations, and community stakeholders to enhance the breadth and depth of student programming.
- Other related duties as assigned.

## **CANDIDATE PROFILE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

### **Education/Experience**

- Bachelor's degree (B.A.) from four-year college or university.
- Minimum four-years of experience in an equivalent or related position developing programs and working with children and youth.
- Previous staff supervision experience required.
- Proven track record of progressively increasing responsibilities in previous roles.

### **Skills/Requirements**

- Bilingual English/Spanish.
- Strategic planning, implementation, and evaluation abilities.
- Excellent writing, communications and interpersonal skills.
- Strong planning, organization, time management skills.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences.
- Leadership mentality with strong problem-solving and decision-making abilities.
- Ability to mentor staff by motivating, coaching, and challenging team members to provide quality projects and advance their skill set.
- Experience gathering and analyzing traditional and street data for the purpose of program design and development.
- Detail-oriented with the ability to work under pressure, prioritize competing demands, and meet deadlines.
- Exhibit resourcefulness and team collaboration in meeting goals.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher).
- Valid drivers' license and willing to drive students in a company van on occasion, as necessary.
- Covid-19 completed vaccination series.



## **APPLICATION PROCESS**

To apply for this position, email [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include both a cover letter and resume. Please write "**Kinder-12<sup>th</sup> Grade Program Director**" in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

*KidWorks is an equal opportunity employer.*