



Position: Site Manager

Reports to: Program Manager

Status: Part time, hourly

Hours: M- F 2:00 pm to 6:00 pm

About The Fishing School: The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. For more information, please visit www.fishingschool.org. Founded in 1990 by former DC police officer Tom Lewis, The Fishing School (TFS) is a youth development organization serving youth and their families in underserved communities of Washington, DC.

TFS has afterschool and summer camp programs for more than 400 1st through 8th grade students that focus on academics, life skills, and parent engagement. The Fishing School supports academics through daily homework help, online tutoring, and targeted instruction. We extend learning through arts and science-based projects and lead participants through life skills and wellness activities. We also engage parents so that they can better support the academic success of their children.

POSITION SUMMARY: The Site Manager plans and oversees core program operations at one of our partner school sites, including: the implementation, with efficacy, of a comprehensive research-based youth program for up to 150 elementary school students; management of staff, volunteers, and interns; and the development of partnerships and relationships with school administrators, parents, teachers, and outside providers. The Site Manager also collects and analyzes data to ensure the highest quality program delivery and coordinates special events. We seek a highly impassioned individual with knowledge about the education field and ability to engage youth creatively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Site Management

- Recruits and ensures average daily attendance of at least 75% of enrolled students and a minimum of 100 to 150 enrollees, contingent on size of overall school enrollment.
- Responsible for the safety and supervision of youth at all times with at least a 1:15 ratio of adults to youth.
- Provides staff direction, supervision, coaching, and support, as needed. ☑ Tracks student academic progress utilizing program and school-day data. Recommends targeted interventions to support student progress.
- Implements and maintains a positive behavior management system that is clear and aligns with TFS, school, district, and state requirements.

- Ensures that all participants are treated with respect, encouraged to think critically, creatively and supported to become successful learners.
- Ensures that all curricula and program delivery mechanisms are implemented consistently and at a high quality, daily.
- Provides direct classroom instruction and student supervision as necessary.
- Implements high quality special events and field trips.
- Ensures that technology assigned to students and staff is operational, well-maintained, and secure.
- Maintains a brand presence of TFS at the partner school site through approved signage, staff attire, and documents.
- Submits all required documentation on a timely basis, including incident reports, attendance records, emergency cards, permission forms, and surveys.
- Implements required evaluation tools and surveys, including site observations.

B. Family Engagement

- Collaborates with the development team to plan, implement, and staff volunteer and corporate events at site.
- Staff and support fundraising events throughout the year in conjunction with all staff.
- Actively participates and supports TFS giving campaigns, online events, and community outreach, and encourages site staff participation and support.

C. Development & Outreach

- Collaborates with the development team to plan, implement, and staff volunteer and corporate events at site.
- Staff and support fundraising events throughout the year in conjunction with all staff.
- Actively participates and supports TFS giving campaigns, online events, and community outreach, and encourages site staff participation and support.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- Bachelor's degree in education or related field preferred
- Experience in managing an out-of-school-time program or similar educational programs
- Proven ability to train, develop, supervise, lead, and motivate staff and volunteers
- Creative, highly motivational, hands-on style with excellent organizational skills
- Strong background in youth program development and education (math and/or reading focus preferred)
- Demonstrated commitment to and effectiveness in working on issues related to underserved communities
- Computer proficiency in Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Familiarity with youth program development, administration, assessment, and evaluation
- Strong written and verbal communication skills

Starting salary: \$20/hour. After annual performance evaluations, TFS employees may be eligible for up to a 3% salary increase.

Requirements: Interested and qualified applicants must submit a cover letter outlining their interest in the position and a current resume to jobs@fishingschool.org. ***TFS will not consider incomplete applications. No phone calls please.***