

## **Camp Fire First Texas Job Summary**

**Position: Associate Director of After School Programs**

**Status: Full-time**

**Location: Fort Worth and Aledo, Texas**

**Salary Range: \$15 per hour**

**Job Summary:** The Associate Director of After School Programs is responsible for supervising multiple After School programs located in elementary schools, adhering to all local, state, and federal regulations. The Associate Director works under the oversight of the Directors of After School Programs to ensure quality interactions and activities in our programs including recreation, homework help, STEM (Science, Technology, Engineering, and Math), creative art, and project work. Duties also involve written and verbal communication with parents, school personnel, and other Camp Fire staff.

### **Essential Functions:**

- Responsible for oversight of multiple After School sites
- Hire, train, and develop staff and volunteers
- Interact with families, students, and school personnel in a positive manner

### **Required Knowledge/Skills/Abilities:**

- Must meet qualifications for Operations Director through Child Care Licensing
- At least 3 years of experience in a licensed After School program or Child Care Center
- At least 2 years of supervisory experience
- Must pass a criminal background check

### **Preferred Knowledge/Skills/Abilities:**

- CDA, Associate or Bachelors' Degree in child development, education or related field
- Current Texas Child Care Director's Certificate
- Experience in multi-unit management
- Bilingual, English - Spanish

### **Camp Fire's Culture:**

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

### **To Apply:**

Interested persons should apply online at [CampFireFW.org/About-us/employment](http://CampFireFW.org/About-us/employment) and attach a cover letter, resume & salary requirements.

*Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable*



*accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.*

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***