



Millard Public Schools  
**FOUNDATION**

## **Programming and Enrichment Manager**

Exempt  
Full Time  
\$45,000-\$60,000

The Millard Public Schools Foundation is a non-profit organization with a core mission to partner with the Millard Public Schools to support students, families, and the community by guaranteeing sustainable resources and offering high-quality programs. We are seeking an innovative and results driven forward-thinking leader with exceptional interpersonal, communication, and organization skills to develop enrichment opportunities and programming for all 25-school year, summer program and consolidated Kids Network program locations. The successful candidate will be a compelling team player who can inspire and motivate with creativity and energy with the ability to welcome constructive feedback. S/he should have the ability to think strategically, generate new ideas, plan, and set goals and objectives as well as develop and maintain strategic partnerships with other non-profits and school age programs with like-minded missions to provide on-going, refreshed, and redesigned opportunities.

### **Key Responsibilities**

- Create enrichment, recreational activities, and overall structure for all Kids Network programs including: summer, school year, and consolidated programs.
  - Seek out and coordinate with outside vendors and afterschool programs for opportunities
  - Manage overall day-to-day Kids Network program design and schedules.
  - Manage purchasing/ordering instructional materials/supplies.
  - Support site directors in trainings related to enrichment programming.
  - Provide leadership to ensure utilization of enrichment and best practices are followed.
  - Manage social media and marketing for Kids Network Programs.
  - Assist in developing annual budget as it pertains to enrichment programming.
  - Apply for grants supporting new programming.
  - Make assessments regarding the implementation, evaluation, and revision of enrichment.
  - Promote effective communication between outside resources and school community to achieve program goals.
- Implement and maintain program accreditations.
  - Seek out appropriate accreditations and relationships non-profits and agencies. (Step up to Quality, National Afterschool Association)
  - Manage the process of beginning accreditations to follow through and completion.

- Coordinate with Operations to create internal program and customer evaluation surveys.
- Evaluate the overall effectiveness of the Kids Network Program.
- Assist with Foundation Operations
  - Assist in developing Kids Network annual budget.
  - Serve as member of MPSF Youth Programs Advisory Committee
  - Attend meetings, workshops, and conferences as requested by Executive Director and Director of Kids Network.
  - Assist with Foundation events and functions, during non-operational hours, as necessary.
  - Perform other duties as assigned by Executive Director

***Qualifications***

- Bachelor's Degree in Elementary Education, Early Childhood Education, related area, or equivalent work experience.
- Strong knowledge and prior experience in developing and implementing educational and recreational programming
- A minimum of three years of supervisory experience.
- Fulfill all applicable state licensing requirements.
- CPR/First Aid Certification

***Physical Requirements***

- Has the ability to react and move quickly.
- Can lift, push and carry 40 lbs., sit for 30 minutes and/or stand for at least one hour.
- Shall be able to use all fingers on both hands, and have use of both legs and be able to walk 500 feet.
- Shall have near and far vision (correctable) and depth perception.
- Shall be able to hear sounds of all types and do the following frequently indoors and outdoors: squat, bend, crawl, reach, and kneel and otherwise fully participate in activities.