Position Title: Summer Program Director

Employment term: Full-time seasonal

Date Position Begins: May 1, 2018   **Date Position Ends:** Aug 9, 2018

Compensation:$25/hr, 6/18-8/2; $3500 stipend for program prep, 5/1-6/18; $1000 for program wrap-up, 8/1-8/9

Job Description:
Teton 401 School District, Teton Valley Community School of Teton Science Schools, and the Community Foundation of Teton Valley are collaborating to develop an affordable, high quality summer program for first through fourth graders in Driggs, Idaho. This collaborative is looking for an experienced and energetic Summer Program Director. This position ensures high quality planning, coordination and execution of inclusive youth summer programs. Qualifications include an excellent work ethic, strong communication skills and a current CPR/AED/First Aid certification.

This position is a full time seasonal commitment from May 1 through August 9. Hours for meeting program planning and wrap-up expectations are flexible May 1 - June 18 and Aug 2 - Aug 9, 2018. June 18 - Aug 2 program work hours are Monday-Thursday, 8am-5pm.

Roles and Responsibilities:

Program Planning and Coordination, May 1-June 18:
- Creating curriculum with support of Teton Valley Community School
- Hire program staff
- Develop training for program staff
- Work with food service representative
- Coordinate program marketing and communication and parent outreach
- Coordinate program registration`
- Attend all advisory council meetings

Program Oversight and Execution, June 18-Aug 2:
- Train program leaders and assistants
- Responsible for maintaining positive and active communication between parents, students, staff and administration/advisory council
- Ensuring safety of students in course on and off school grounds
- Prep and clean up in program area
- Oversee and assist in program delivery

Program Debrief, Aug 2-9:
- Design and implement program evaluation process - students, parents, staff
- Write and submit grant report with approval of advisory council
- Program debrief with advisory council