

Fentress County After School Program

Project Director

The project director will work with site coordinators and staff to maintain an appropriate, safe, and secure atmosphere that is conducive for learning for the after school program. The project director will also work with students, families, volunteers, and partners to ensure the attainment of the goals of the program. Additionally, he or she will fulfill the following obligations:

- Publicize the program
- Recruit volunteers
- Develop student application
- Verify that appropriate student selection procedures are followed
- Develop partnerships with community organizations
- Work with site coordinator to develop a handbook for parents and students that includes the program schedule and disciplinary policies
- Schedule and conduct parent, volunteer, and partner meetings
- Develop job descriptions
- Conduct parent orientation meeting
- Conduct student meetings monthly
- Conduct parent meetings quarterly
- Develop parent surveys and student surveys that allow for input into program choices and decisions
- Advise volunteers and partners of meetings and schedule changes
- Develop and maintain good working relationships with local, state, and federal agencies
- Train and become certified in CPR and other emergency procedures
- Make sure nutritious snacks are available to students