

## **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title: Elevate After-school Site Supervisor Department: Camden Forward School

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Reports To: CFS Principal Salary Range: (Part-time) \$21.93 per hour; up to 15- 20 hours per week

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**Position Summary:** The Elevate Supervisor has overall accountability for the growth, quality and day-to-day operation of the program staff and students. The primary responsibility of the Elevate ASP Site Supervisor is to ensure that quality standards and guidelines are met and that the program is meeting all contract requirements and oversees the administration and management of The CamdenForward Afterschool Program (Elevate) including, planning, organizing, staffing, vision casting, and data collection.

### **Essential Job Functions:**

1. Organize, implement, and evaluate all aspects of CFS Elevate Program, participate in the hiring process of Elevate Staff, manage the collection of timesheets, and scheduling of personnel.
2. Work with program staff to implement engaging, developmentally appropriate educational enrichment curriculum and programming which expands and supports student learning experiences.
3. Facilitate a variety of enrichment activities that meet the needs, interests, and abilities of students and develop, assess, and enhance programs; creating new programs as needed.
4. Play an active role in registration and tuition collection, maintaining accurate attendance and financial records and document accidents and injuries, always completing a written incident report and reporting to parents.
5. Serve as first point of contact for students and families and provide direct supervision of students, ensuring their safety, security, and care.
6. Maintain respect for and appropriate relationships with every student, staff, and family member.
7. Maintain records needed for program assessments and outcomes. Ensure that attendance, weekly reporting forms, room and student assignments and other reporting data is submitted in a timely manner and accurate manner.
8. Assist in the development of procedures and policies for the operation of the after-school program.
9. Serve as an Activity/Group Leader during the scheduled program, as needed.
10. Establish and maintain regular contact and communication with parents and maintain daily oversight of student discipline, preparing written reports as required.
11. Know and apply the policies and procedures for dealing with emergency or crisis situations.
12. Create and prepare program and student assessment documents.
13. Complete, check, and conduct weekly activity plans.
14. Review performance activity of the Elevate staff under the adherence of the UrbanPromise Ministries' performance management system.

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15. Check space at the beginning and end of the Elevate Program, lock up building and supplies and report all issues to the principal and/or designated party.

16. Maintain clean, attractive, and well-ordered office, learning, and storage spaces.

17. Perform other duties as assigned by the Administrative Director of School Operations and the Camden Forward School Principal.

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## Essential Job Requirements:

**EDUCATION** Associate's Degree preferred. Successful completion of higher education coursework related to education or child development.

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**EXPERIENCE** Experience working with diverse students in an urban setting  
Experience implementing educational programming and working with students as a teacher, teacher assistant or educational aide

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**REQUIRED SKILLS** Polished professional; friendly and personable; computer skills; excellent communication skills

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**PHYSICAL REQUIREMENTS** Ability to lift and move tables, chairs, materials, and supplies needed to facilitate the daily program.

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### **\*\*Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

*UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, HR Director Brian Mackey at [bmackey@urbanpromiseusa.org](mailto:bmackey@urbanpromiseusa.org)*