Claggett Academic Achievement Program (C.A.M.P.) Assistant Director

The Claggett Academic Achievement Program Assistant Director is a member of the Claggett Center program staff and reports to the Programs Director. The Claggett Academic Achievement Program (C.A.M.P.) Assistant Director serves as the deputy in matters of safety, policy adherence, and staff and participant management for Claggett’s newest program:

The Claggett Center’s Claggett Academic Achievement Program provides essential childcare and educational services for elementary and middle school-aged children. Physically distant, CDC compliant programs are offered Monday-Friday during school hours in small group formats with mentorship, recreation, and educational support. This new program serves a direct and immediate need to offer childcare assistance for working families while addressing the growing education and opportunity gap between wealthy and low-income families, which disproportionately impacts people of color. 27% of the program will be prioritized to provide scholarships, meals, computers, WIFI access, and learning support for children qualifying for free or reduced lunch. For more information about C.A.M.P., visit claggettcenter.org/tutor.

The C.A.M.P. Assistant Director shall further the mission of the Claggett Center through the development and management of program, human resource, and strategic operations, including, but not limited to:

PROGRAM (100%)
1. Assist in designing, delivering, and evaluating C.A.M.P. to meet the needs and interests of the program’s target populations and ensure delivery in a safe and quality manner.
   a. Remain current with information on the developmental needs of youth.
   b. Regularly seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff through formal evaluations.
   c. Maintain crisis and risk management procedures, with specific attention to current COVID recommendations.
   d. Design and ensure delivery of activities appropriate to the program population.
2. Assist in recruiting program staff (i.e. Mentors and Tutors). Supervise, observe, and evaluate program staff on a regular basis.
3. Assist in planning and overseeing a comprehensive training program for all program staff that promotes diversity, safety, and youth/young adult mentorship and empowerment.
4. Direct, lead, and/or delegate all daily program operations as assigned by Program Director.
5. Support Tutors and Mentors in planning all program activities, including, but not limited to, virtual learning times, recreation, meal times, arts and crafts, small group games, etc. Monitor all program activities for COVID-safe procedures.
6. Assist with conflict resolution, disciplinary recommendations, decisions, and actions of program staff and participants.
7. Serve as the main point of contact for participant families in day-to-day matters. Offer positive communication with prospective and registered participants and their caregivers. Provide clear, concise, and ongoing communication with families verbally and in writing (may include: email, take-home letters, and/or social media)
8. Participate in appropriate staff meetings, training events, and leadership activities.
9. Other program assistance as required.
10. Other duties as assigned.

Qualifications & Requirements

The ideal candidate will possess a bachelor’s degree and have camp or after-school program management experience. Additional qualifications include the following:

1. Self-starter that can work independently with minimal direct supervision.
2. Energetic, creative, friendly demeanor with a positive attitude when working with the public.
3. Dependable, professional behavior with a responsible work ethic.
4. Experience working with children, youth, and adults with a proven interest in school age children.
5. Excellent written and verbal communication skills.
6. Ability to maintain the integrity of sensitive and confidential information.
7. Champion, advocate, and change agent for diversity and inclusivity.
8. Functional knowledge of word processing and database management. Experience working on social media content is desirable.
9. Applicant should enjoy working in both an outdoor and office setting.
10. The Claggett Center is a ministry of the Episcopal Diocese of Maryland. Employment opportunities are equally offered to those of any or no religious background, and the C.A.M.P. program will not include any religious content.

8/14/20
Applicants should be aware of the religious affiliation of the Claggett Center, and comfortable working for a faith-based organization.

11. Ability to lift 25 pounds.
12. Valid driver’s license and reliable transportation.
13. Willingness to work potentially long hours.

Details of Employment

1. This is a full-time temporary position, from the tentative term of August 31, 2020-June 16, 2021
2. The starting salary for this position is $600/week with room and board or $700/week without.
3. On-site housing is available, but not required.
4. This position is entitled to full benefits, including health care, dental, vision, pension, and life insurance for the period of employment.
5. Employee will be required to commit to a community covenant detailing expectations for minimizing COVID contraction and spread, including minimizing risk of exposure outside of work hours.
6. Employment is contingent upon successful completion of a comprehensive background check.
7. Overall program is contingent upon successful licensing of C.A.M.P. through the Maryland Department of Health, which is currently in progress; employment is also contingent upon completion of licensing.

To Apply: Applications will be accepted on a rolling basis starting August 14th.

Please send the following to:
1. Resume
2. Cover Letter -or- Letter of Interest
3. Contact Information for 3 References (at least 2 professional references)

Rita Yoe
Programs Director
Claggett Center
3035 Buckeystown Pike
Adamstown, MD 21710
ryoe@claggettcenter.org
301-874-5147 ext. 1832