



**PROGRAM:** Cacique After School Program

**POSITION:** Manager

**DEADLINE:** RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN May 14

**OUR HISTORY:** Cacique After-School is a program of Inquilinos Boricuas en Acción (IBA). IBA is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

Cacique After-School provides a balanced Spanish-English bilingual program of organized activities aimed at fostering the linguistic, emotional, physical, cognitive and educational development of children between the ages of 5-13 years old. Our aim is to create a bilingual and bicultural environment that is nurturing, self-affirming and fun for our young children and their families. IBA is looking for a full time manager to perform the following duties:

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### *General Description*

Cacique After School Manager works under the immediate supervision of the Director of Education. The manager is responsible for overseeing the daily operations of the Cacique After-School Program and staff supervision. The Manager will work closely with the Director coordinating training, program planning, meeting state and local regulatory requirements, communicate with families, record keeping and reporting and working with other agency programs and staff. He/She will work closely with the Director to provide expertise and direction to increase the quality of services implementing the curriculum, assessing the needs of individual children, and working with parents, with active participation of other members of the teaching team. The manager is responsible to implement three dynamic arts and music education programs in partnership with the Arts and Culture department and community partners. The manager will represent the agency, IBA at meetings. The Cacique After-School team participates in ongoing professional development opportunities to ensure up to date knowledge in areas of child development and teaching.

### *General Duties*

- Provide a nurturing environment for the supervision of approximately 38 children.
- Ensure that all children in the program leave safely and that the child care area remains in order.
- Maintain an orderly physical environment conducive to optimal growth and development of school-age children.
- Participate in agency-wide events and activities, particularly those pertaining to children and youth.
- All other duties as determined by the Director of Education.
- Participate fully in the organizations annual Agency Events, Three Kings Day, Membership Drive, Board Elections, Festival Betances, Annual meeting, and other events related to the community.

### *Professional Duties*

- Attend trainings, forums, and conferences for professional growth and meet the requirements of current and potential funding sources. Also attend networking and fundraising opportunities.
- Attend relevant meetings representing the program and agency.

### *Activity Duties*

- Plan and conduct daily activities for the children in the program that contribute to the care, growth and development of school-age children. Maintain a daily activities plan book.
- Prepare a monthly calendar and distribute to parents.
- Prepare materials required to implement the daily activities plan.
- Manage the distribution and collection of games and materials used in activities.
- Process purchase order of supplies and equipment for program use according to program budget and planning.
- Collaborate and schedule resource people and volunteers who will provide special programs.

### *Administrative Duties*

- Keep daily attendance, general information on each child, and release records.
- Collect fees and maintain records of fee payments. Fill out Request for Reimbursement forms for IBA and other agencies.
- Schedule assignments of program assistants and volunteer personnel.
- Participate in the supervision and evaluation of staff and volunteers.
- Distribute registration and enrollment forms. Enroll children in the program.
- Maintain current waiting list (if necessary)
- Keep current, orderly and complete files of required child, staff records according to the state/city specifications.

### *Qualifications*

- BA in Education, or related field with six credit hours on child and youth development, and six months of experience
- Demonstrated familiarity with school age education and knowledge of quality and state standards.
- Proven experience in program planning and development
- Experience teaching arts education programs, preferred
- Excellent written and oral communication skills
- Computer literate
- Bilingual Spanish/English, preferred
- Experience managing multiple projects
- Ability to work under tight timelines
- Demonstrated ability to work a diverse range of programs and people and to influence interaction among groups with different perspectives and work customs.
- Experience with fundraising, preferred
- Carry out ad hoc duties which may be required to ensure IBA maintains its effectiveness

Please send your cover letter and resume to:  
Inquilinos Boricuas En Accion, Inc.  
Ileana Lanzo  
Finance and Administration Department  
405 Shawmut Ave.  
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Or  
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