



P O Box 1355♦710 Black Diamond Road♦Pittsburg, CA 94565♦925-252-9199 Voice♦925-252-9947 Fax ♦ [www.stsacademy.org](http://www.stsacademy.org)

# Program Manager

## Minimum Requirements:

- 2 years supervisory experience
- High School Graduate

## Essential Duties and Responsibilities (full job description could be provided upon interview)

- Supervision of Before and After School Programs
- Conduct Weekly Site Observations
- Scheduling professional development trainings
- Planning special events
- Conducting New Hire Trainings, scheduling parent orientations
- Writing detailed weekly reports
- Attend Staff meetings/trainings as necessary
- Conduct monthly Coordinator meetings
- Make sure sites maintain target attendance numbers
- Purchase supplies
- Plan field trips

### Rate of Pay

\$17.00

### Hours

11:00-6:00p

### Location

710 Black Diamond