IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name:        SummerPlus (Summer Camp) Program
Title:               SummerPlus Assistant Program Manager
Job Location:        South St. School & Oliver St. School-Ironbound Newark
Reports to:          Chief Operating Officer
FLSA Status:         [ ] Exempt          [X] Nonexempt
Type of position:    [X] Full-time (seasonal temporary position)    [ ] Part-time
Note:               Part-time to full-time as we get closer to the program pre-launch period in June/40 Hours per week/M-F 10AM-6PM

BACKGROUND
The Ironbound Community Corporation (ICC) founded in 1969 is a nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services.

ICC is seeking a full-time Program Manager to oversee a 5 week school-based summer camp program located in the Ironbound area of Newark, NJ. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade K-8) and their families. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, daily attendance record keeping, maintaining child care licensing compliance, attending NPS and ICC meetings, preparing program reports including staff evaluations, and coordinating staff trainings.

ROLES AND RESPONSIBILITIES
The day-to-day responsibilities of the Assistant Program Manager include, but are not limited to:

- Meet all NJ child care program licensing requirements
- Delivery of SummerPlus program goals
- Assist with program administration
- Aid program manager in reporting weekly attendance
- Achieve daily program logistics
- Manage and supervise student bussing and transportation logistics
- Work with the school administration to meet attendance goals
- Assist in the coordination of field trips and enrichment activities
- Attend NPS SummerPlus program planning and training meetings
- Others duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must have managerial or supervisory experience.
- Prior experience in an education program or youth development program strongly desired.
- Bilingual strongly preferred—English/Spanish; Portuguese a plus
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Demonstrated effective teamwork skills
- Must have a valid New Jersey Driver’s License and own transportation

Equal Opportunity Employer Statement: ICC is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line “SummerPlus Program Manager”