

School Age Program Director: FULL TIME

Lititz Christian is a family environment where our teachers and staff are valued, cared for and equipped to care for the children in our care. The afterschool programs provide care for Warwick, Manheim Central and Lititz Christian children in grades K - 5.

This unique role will be responsible for overseeing the daily operations, development, and success of Lititz Christian School's after school and summer camp programs. This position serves school-age children by creating a safe, engaging, and nurturing environment that aligns with the school's mission and values. The Program Director leads a team of staff members, ensuring compliance with state regulations, safety protocols, and best practices in school-age programming. Key responsibilities include staff recruitment, training, and evaluation; curriculum and activity planning; family engagement; and effective budget and resource management. The Director collaborates closely with school leadership to foster a seamless connection between the after school and summer camp programs and the broader school community. Strong leadership, communication, and organizational skills are essential for fostering a positive, growth-oriented environment for children and staff alike.

Roles and Responsibilities

Leadership and Management:

- Provide leadership to the staff, ensuring alignment with the program's mission, values, and policies.
- Oversee day-to-day operations of the after school and summer camp programs, including staffing, scheduling, budgeting, and facility management.
- Ensure compliance with OCDEL, DHS Licensing standards, managing the licensing and inspection process.
- Maintain up-to-date staffing regulations and records, including required clearances, training, and annual performance reviews.
- Maintain program standards for PA Keystone STARS.
- Conduct tours for prospective families and manage enrollment processes.
- Foster a positive, collaborative work environment where staff feel supported, valued, and motivated to excel.

Program Development and Implementation:

- Develop and implement engaging, age-appropriate lesson plans and activities for after school programs across all sites, ensuring consistency in programming.
- Create and coordinate weekly summer camp schedules, incorporating engaging themes, special activities, field trips, and guest speakers to provide a varied and enriching experience.
- Plan thematic summer camp weeks that include age-appropriate activities, such as science, nature, sports, arts, and adventure, aligning with the program's values and learning objectives.

- Organize and book field trips and guest speakers, coordinating logistics to ensure smooth execution and safety protocols.
- Ensure that all after school and camp locations are equipped with the necessary materials and supplies for activities, overseeing procurement and distribution to each site.
- Regularly assess and update program offerings to meet the evolving needs and interests of students and families.

Student and Family Engagement:

- Build strong relationships with students, families, and the community, maintaining open communication and a welcoming atmosphere.
- Address behavioral concerns with families, approaching these conversations with empathy, professionalism, and a focus on collaborative solutions.
- Provide support and guidance to families, addressing their needs and concerns with empathy and professionalism.
- Offer resources and information for families to support their children's growth.
- Organize family engagement events and showcase program highlights to promote community involvement.

Staff Development and Training:

- Recruit, hire, train, and evaluate program staff, ensuring compliance with licensing and professional standards.
- Provide ongoing professional development opportunities to enhance staff skills and knowledge of best practices in school-age programming.
- Foster a culture of continuous improvement, collaboration, and creativity within the staff team.

Spiritual Leadership:

- Integrate Christian values and teachings into all aspects of the program's culture and activities.
- Exemplify Christian faith and values, creating an environment of respect, support, and encouragement for all members of the program.