

Job Description for Aces in Motion (AIM) High School Director

Title: AIM High School Director
Work Schedule: 40 hours a week
Location: Duval Elementary School
Reports To: Program Director

Mission

To promote health, academic achievement, and character development through tennis.

Vision

We use tennis and the principles of sport to build a community of children, youth, and adults that work, learn, and play hard together.

Description

The High School Director is responsible for the planning, organizing, and leading of the high school component of Aces In Motion. This position involves carrying out the short and long term strategic objectives of Aces In Motion by allocating necessary resources, activities, and duties among staff members while setting daily program expectations. Along with leading after-school coaches in daily program operations, the AIM High School Director collaborates with the Program and Executive Director in communicating with outside community partners to implement enrichment, life skills, and academic activities for all youth. Most importantly, this position must demonstrate leadership qualities, maturity, and serve as a positive role model to all AIM students and the community at large. Current scope of the AIM High School Program is 32-40 high school students, roughly 8-10 students per grade.

Responsibilities

Supervision

- Supervise staff member roles and responsibilities and delegate daily tasks to appropriate staff members, students, or volunteers
- Provide guidance to staff members on daily activities or program equipment when appropriate
- Daily set-up and breakdown of program equipment, resources, and area
- Responsible for cleanliness and order of program sites at the beginning and end of program hours

- Monitor academic area ensuring rules are followed and provide assistance when appropriate
- Track and verify participant numbers at program site at set times per day
- Cultivate and maintain a safe, supportive, and productive learning environment where youth will be successful. This includes social, emotional, and physical safety
- Participate and engaged in training and development opportunities to learn about or improve best youth development practices and implementation of programs and activities
- Communicate and collaborate with other AIM staff members to resolve problems, ask questions, or address concerns
- Work to hold youth and other staff members accountable to the AIM Family Vision and AIM Family Contract
- Commit to the AIM Mission and Values and give the same effort that is expected of students
- Utilize technology to maximize workplace efficiency and youth development programming

Relationship Building

- Support and encourage youth, inspire confidence, boldness, and resilience during program time
- Understand different learning styles and developmental stages to improve individual academic performance, life skills, and character development
- Facilitate positive relationships between volunteers, students, and staff members
- Cultivate positive relationships with youth and to offer quality, engaging and fun educational opportunities
- Implement multicultural educational strategies needed to fulfill the responsibilities of this position
- Willingness to learn and understand youth development and/or educational work with youth, families, and organizations of Alachua County

Project/Activity Development

- Develop, print, and deliver daily schedule with specific roles, locations, and expectations for each staff member during daily staff huddles
- Create and set up a physical display of the day's programmatic activities/schedule for students
- Communicate with outside organizations and individuals to prepare program activities
- Schedule academic or enrichment activities on a short term and long term basis
- Seek out opportunities for students including field trips and report to the Program Director for feedback and scheduling
- Monitor quantities of academic and recreational resources and supplies at program site and order supplies when needed
- Update the Master Calendar to track enrichment, academics, and active hours for annual reports

Psychological Considerations

- Must be able to resolve differences and conflicts that arise with students, volunteers, parents, and employees. The worker may also have to work under stressful situations when first aid or CPR is required.

Van Driving Responsibilities

**when needed based on availability of other staff members*

- Ability to safely and responsibly drive 15-passenger vans before, during, and after program time
- Develop logistics, map, and scheduling route for pick up and drop off of students
- If needed, pick up students at schools before program time (2:00 p.m.) and drop off students at home after program time (6:30 p.m.)
- Support program activities by driving students to and from recreational locations
- Pick up and drop off staff members and volunteers from UF campus or other locations
- Assist leadership team in picking up necessary supplies at stores, when needed
- Maintain cleanliness of vans and enforce all rules and regulations for student safety
- Follow all federal and state traffic laws and signals, at all times

Physical Work Environment

- This position typically works in-person Monday-Friday 10:30AM – 6:30PM, but may require longer hours outside of this schedule and occasional weekends when necessary.
- Work is conducted indoors and outdoors.
- Ability to sit, stand and walk for long periods of time; bending and squatting on occasion
- Ability to lift to 20 lbs. on occasion
- Ability to hear at a normal conversational level

Qualifications

- Ability to present a positive image to staff, participants, colleagues, and the community
- Ability to work independently, be flexible, and manage multiple priorities. Must be capable of working under pressure as well as be organized and plan efficiently
- High degree of emotional intelligence
- Responsible, dependable, punctual, and will take initiative
- A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, interns, volunteers, parents/guardians and other stakeholders
- Must be able to adapt to changes in workplace and maintain a high energy level when necessary
- Must be mentally alert, able to process and follow directions and remain friendly and professional at all times. Must have a strong work ethic and high degree of professionalism

- Detail-oriented with excellent communication, organizational, interpersonal and writing skills. Organization and time management skills necessary to meet deadlines
- Valid FL Driver's License. Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage
- CPR/AED and First Aid Certification within 90 days of employment
- Proficient computer skills, especially using Microsoft Suite and Google Suite of applications

Compensation

- This position is a yearly salaried position ranging from \$35,000-\$45,000 based on experience and qualifications
- Each Director position is offered 4 weeks of PTO along with holidays (listed in contract), along with 3 weeks of mandatory leave (2 weeks in the summer and 1 week between Christmas and New Years) to encourage self care and wellness.
- Other benefits include Workers Compensation and stipends for personal medical insurance.

To Apply

- Email your resume and interest to: program@acesinmotion.org