Site Director

Your After School (YAS) offers onsite, one-hour, enrichment programs for students K-5 before and after school weekly.

We are looking for caring, patient, and enthusiastic professionals to provide a safe, fun, and friendly after school experience for our students at local K-5 schools. As a YAS Site Director, you will be responsible for the daily implementation of our school program at your site, including student safety, attendance, and reporting. You will work closely with YAS staff and Instructors to ensure our program exceeds school, parent, and student expectations.

Location: Multiple Locations, see website: https://youafterschool.com/wearehiring.html

Start Date: 2026/2027 School Year

Hours: Part-time, ~1.5-2 hours daily, ~6-10 hours per week*

Pay: $50/hour

Why You'll Love This Role

- Competitive pay: $50/hour — well above the $20-28/hour national average for comparable part-time after-school site coordinator and director roles
- Flexible part-time schedule that fits around another job, school, or family commitments
- Certification and training costs reimbursed
- Meaningful, hands-on work directly shaping kids' after-school experience
- Room to grow with a small, fast-growing enrichment company

General Job Responsibilities

- General Program management during program hours, in coordination with YAS staff
- Lead student attendance and dismissal to parents/guardians
- Support classroom management and monitor program activities
- Point of contact onsite for all Instructors
- Step in as an instructor in the instance of an emergency absence
- Responsible for student first aid, allergy, and medication needs
- Management and oversight of daily reporting of program activity
- Lead Emergency Action Plan for program instructors and participants when necessary
- Ability to deal with changes, delays, or unexpected events
- Liaison between Your After School and the onsite school and staff
- Ensure the safety and security of children enrolled
- Serve as a mandated reporter, following all state child-protection reporting requirements
- Maintain familiarity with and follow the Location Guide and Emergency Action Plan for your site

Daily Expectations

- Arrive on site 15 minutes before student arrival
- Check in Instructors; provide class materials, radios, and other essentials
- Take attendance by roll call and headcount, and confirm with the Instructors

- Dismiss students to class Instructor
- Accessible by phone/radio for the duration of class time
- Manage emergencies and behavior issues
- Check-ins on classes in session
- One-to-one hand off of students dismissed to parent/guardian
- Remain on site until all students are picked up by parent/guardian
- Check that the building and rooms are left appropriately for use the next day
- Fill out Class Meeting Notes at the end of each program day, noting behavior concerns, Instructor feedback, and other daily observations

*Responsibilities and timing may vary depending on location as specifically requested by school/district.

Qualifications

- Minimum of two years of experience working with K-5 students in a school setting
- Teaching related educational background is preferred
- Certification requirements to be met within one month of employment:
    - Adult & Pediatric CPR, First Aid/AED, Anaphylaxis, and Epinephrine Auto-Injector certification (renewed every 2 years)
    - Concussion training (annual)
    - Sexual Harassment training (annual)
    - Mandated Reporter (Child Abuse) training (annual)
- Must be able to lift up to 30lbs of supplies and materials bags
- Ability to stand and walk for extended periods of time
- Ability to pass a background check and fingerprinting clearance
- Willingness to be a mandated reporter and comply with all applicable state child-protection laws

Reasonable accommodations are available upon request for applicants with disabilities during the application, interview, and hiring process.

Email recruiting@yourafterschool.com with any questions!

Please do not include salary history — under Connecticut law we do not consider prior compensation. Applicants are not required to disclose criminal history at the initial application stage; consistent with New York City and Connecticut fair chance hiring requirements, criminal history is considered only after a conditional offer of employment.

Your After School is an Equal Opportunity Employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, veteran or military status, marital status, familial status, pregnancy, or any other characteristic protected by applicable federal, Connecticut, or New York law. Employment is at-will. Employment is contingent on verification of eligibility to work in the United States and a satisfactory background check and fingerprinting clearance.