

## **Program Manager**

Right At School provides exceptional after-school enrichment programs to students across the country. If you share our passion for providing great educational opportunities to students, we would love for you to join our team.

Just named an INC. 5000 fastest growing company, Right At School is looking for a passionate and driven individual to help us continue our growth trajectory. The ideal candidate has great interpersonal, organizational and time-management skills, is detail-oriented and has excellent follow-through.

### **Principle Accountabilities & Deliverables**

- Oversee and manage the Right At School staff who implement after-school curriculum, including enrichment specialists, vendors, and extended after school care educators to ensure the delivery of engaging, interactive educational experience
- Manages staff compliance with district-specific policies
- Develops strong relationships with school administration, parents, PTA organizations, where applicable, to ensure successful delivery of all Right At School programs and ensure customer satisfaction
- Ensure program quality while leading with company vision
- Financial management and accountability
- Meets and reports regularly to the Area Manager regarding program, site and staff performance
- Manages and orders supplies as needed according to curriculum• Maintains accurate records and answers email/phone messages in a timely manner

### **Knowledge, Skills & Experience**

- Proven ability to operate effectively and thrive in a fast-paced dynamic environment
- Diligent work ethic and the highest level of integrity and discipline
- Strong drive to exceed goals while maintaining the highest standard of excellence
- Outstanding written and verbal communication skills
- Interpersonal, communication, and critical thinking skills
- Highly independent, self-motivated, positive attitude
- Strong attention to detail, highly organized, great follow-through, effective time management skills
- Office administration, filing, and digital communication experience
- Ability to prioritize, respond to pressure, and meet deadlines (Effectively manage several projects at once)
- Proven ability to exceed expectations in a team environment