**Job Position:** Director of Extended Learning  
**Reports to:** Executive Director  
**Supervises:** Program Coordinator staff  
**Status:** Exempt [x] Non-Exempt [ ]

Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children’s development while building a supportive community for their families. Wah Mei School operates four (4) program areas: Preschool, Weekend Chinese, Summer Camp, and Before/After School.

**Summary of Position:** The Director of Extended Learning has oversight of a new and developing area of work for Wah Mei School. The Director will be responsible for program areas that include but are not limited to Before/After School Program, Wah Mei Summer Camp, and Community Engagement. In addition, the Director will support additional program expansion opportunities, and program development, operations, administration, and budget. Director will participate in agency activities/events and other managerial activities, as assigned and or needed. The Director of Extended Learning is part of the management team.

Primary Responsibilities include:
- Provide vision, leadership, and direction of growing Extended Learning division of the agency. Manage oversight of established and growing Extended Learning department, including but not limited to: on-site and off-site (school based) Before/After School, Summer Camp, Chinese Language program, community events/activities/program(s).
- Initiation, development, oversight, and management of a newly established Before/After School (BASE!) program on-site and off-site (school-based). Duties include but are not limited to support of operations, staffing, and budget initiation and management, as part of larger growth of bilingual Extended Learning department.
- Refinement, oversight, and management of Wah Mei Summer Camp program including but not limited to operations, staffing, and participant recruitment, as part of larger growth of Out-of-School bilingual services. Explore Summer Camp program expansion opportunities.
- Recruit, screen, select, hire, and supervise appropriate staff (ie: Before/Afterschool Site Managers, Camp Director/Coordinator, Program Leaders, etc) as needed
- Bridge and develop continuum of all Extended Learning bilingual services including but not limited to after school, Winter Break, Spring Break, and or summer programs.
- Oversight, manage, and monitor the budget of Extended Learning time activities and programs
- Outreach and community relations for various programs – Summer Camp and Before/After School, in particular, events (ie: picnic, enrollment fairs, special events, etc), and agency activities.
- Represent WMS in community and or City-wide OST meetings, liaise between program and operations, and interface with community partners (ie: schools, other CBO’s, merchants, advisory groups, etc)
- Work with the Executive Director on community needs, community needs assessment, and advisement on addressing neighborhood services
- Assist and support special projects, program events (ie: Chinese New Year, Open House, Kindergarten Forum, etc) and agency activities (ie: Spring Gala, Enrollment Fairs, Meet & Greet Picnic, Holiday Faire, etc), as needed.
- Assist and support in special projects, holiday activities, community events, and agency meetings, events, and activities. Participate in agency-wide activities, as needed.
- Attend trainings, workshops, and management, team, and staff meetings as required
- Other duties as assigned
## Knowledge/Experience/Skills Required:

- Three (3) year director level experience in on-site and off-site (school-based) before/after school and summer day camp experience required
- Confident and extensive experience in working with site administrators, school principals, classroom teachers, and parent participants
- Experience as management level position in school-based and non-school based after school and OST programs
- Experience as community liaison and/or community organizer, helpful
- Flexible and ability to work with a variety of staff team members
- Ability to work independently and maintain professional boundaries and confidentiality
- Ability to interact comfortably and confidently with children, youth and families. Able to be a role model to participants and families.
- Effective written, oral, and verbal communication (with participants, parents, co-workers, and community members, etc)
- Detail oriented and ability to concurrently manage various topics, activities, events, programs, etc
- Expressed interest and active engagement in support of the agency’s mission, programs, activities, and events
- Bilingual or trilingual (Cantonese, Mandarin, English) language, preferred
- Ability to occasionally lift up to 40 pounds

## Education Required:

- Bachelor’s degree in Social Work, Psychology, Sociology, Anthropology, or related field, preferred. Years of experience can substitute for formal education