



# Example of Community Center Director Job Description

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Our company is looking for a community center director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community center director

- Manage the recruitment and retention of students
- Assists with daily lesson plans and provides instructional support
- Conduct program orientation for staff, parents, students, partners, and key program staff
- Communicate with school-day teachers regarding specific student needs
- Track attendance, enrollment and calendar of activities
- Oversee supervision of students from beginning of program to release at end of day
- Coordination and distribution of daily snacks
- Develop program calendar/schedule and ensure activities are delivered as intended
- Schedule and supervisetutors, instructional staff, and program volunteers
- Ensure that the program has a posted schedule and daily written lesson plans with staff assigned to specific duties

## Qualifications for community center director

- An in-depth planning, business development and marketing background as would normally be acquired through a Masters degree in a mental health related field, Business Administration, Marketing or related field is required
- Experience in student recruitment for online programs

- Demonstrated leadership abilities and ability to work collaboratively and cooperatively with diverse constituencies
- Skills related to academic service-learning, community and civic engagement, specifically through the context of college student development in higher education or a related field
- Knowledge of academic service-learning theory and practice, and application of academic service-learning in a 21st-century liberal arts academic curriculum