



Example of Community Center Director Job Description

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Our company is hiring for a community center director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for community center director

- Develop and maintain health and emergency plans/files
- Ensure field trip activities are completed as scheduled and ensure that emergency contacts are accessible
- Develop positive school-day to after-school relationships
- Develop community connections
- Develop a sustainability plan and work toward program sustainability over grant period
- Develop operational policies and practices for the after-school program in cooperation with staff, youth and parents
- Ensure compliance with evaluation requirements
- Communicate program needs and give weekly updates to school administrator
- Become familiar with and apply national "best practice" community/civic engagement and academic service-learning standards and appropriate student development theory to individual work efforts
- In collaboration with the Program Director, recruit, hire, and supervise 6-10 student staff and leaders related to program areas

Qualifications for community center director

- Experience in working with faculty and curriculum development
- Knowledge related to leadership development and democratic and voter

- Candidates should have 3-5 years of related experience in community and civic engagement, leadership development, program management preferably through the context of college student development in higher education or a relatable field
- A Master's Degree in student personnel, educational leadership, higher education, non-profit management, or a related field
- Experience in collaborating and partnering with community agencies and non-profit organizations
- Ability to supervise and collaborate with others in a team-driven environment