



Voyager Academy Operations Manager Job Description

TITLE: Operations Manager

STATUS: Full Time, 12 Month Position

REPORTS TO: Managing Director

SUMMARY:

Voyager Academy is a K-12 public charter school located on a 22 acre campus in Durham, NC. The Operations Manager will work closely with the Managing Director and Leadership team to support the smooth operation of systems and student support programs on campus. Student support programs include: before and after care, enrichment activities, school lunch program, and summer camps. The Operations Manager is responsible for overseeing the staffing, budgeting, and monitoring of systems and programs to ensure high quality and student safety. The Operations Manager will be responsible for recruiting and overseeing staff as well as partnering with outside vendors and parents to meet the needs of our students and support programs. The Operations Manager will be responsible for overseeing policies and procedures and making recommendations as needed to improve effectiveness and efficiency to ensure student and family satisfaction.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree. At least 3 years of experience working with school-age children in a school, recreation program, or related field. Creative, collaborative team oriented manager with leadership skills. Ability to relate well to a Technology, budgeting, and presentation skills are needed. Strong interpersonal skills and willingness to collaborate with team members.

RESPONSIBILITIES AND DUTIES:

- Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Leads the development of a before and after school program for students on campus.
- Recruits, trains, and supervises staff to support the before and after school program. Participates in the selection and supervision of all school personnel.
- Evaluates and counsels all staff members regarding their individual and group performance.
- Conducts staff meetings to keep members informed of such things as policy changes and new programs to insure proper functioning of the school.
- Assists in the in-service orientation and training of before and after care, enrichment, and camp staff.
- Monitors program activities for compliance with local, state, and national standards.
- Partners with vendors to bring enrichment opportunity programs on campus for all students.
- Directly supervise before school, after school, enrichment, and summer camp programs.
- Develops the scheduling process and structures for each program to meet academic, social, and emotional needs of students.
- Creates and manages budget for each program.
- Monitors receipts of payments and expenses to ensure budget is on track. Identifies and addresses any budget variance.

- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to support the school's administration.
- Interprets and enforces policies and procedures.
- Maintains active relationships with all staff, parents, and students.
- Assists the Managing Director with the development of a school-wide lunch program that will meet the needs of all families including those needing free and reduced meals.
- Oversees the ordering, billing, operations, and delivery of the School Lunch Program to ensure that all students are receiving meals as needed.
- Provide administrative support to the Managing Director as needed for handbooks, policies, marketing, and fundraising.
- Participates in leadership team meetings.
- Performs such other tasks and assumes such other responsibilities as the Managing Director may assign.

*CONFIDENCE - CURIOSITY - EMPATHY - REFLECTION -
INTEGRITY*