



of the Island City

## **SITE DIRECTOR: Alameda Island Kids**

[Girls Inc. of the Island City](#) has been serving children and families in the city of Alameda since 1964. Our mission is to inspire all girls to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 6-18, and Alameda Island Kids after school program for any child attending our partner Alameda Unified elementary schools. With a strong history in Alameda, Girls Inc. of the Island City is a local affiliate of the national Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Girls Inc. of the Island City delivers an in-school social emotional learning program to girls in nearly a dozen Alameda Unified School District schools; at our home campus the Meyer's Center, we offer a daily after school program and summer camps for K-5th girls, and school break camp for all children. Girls Inc. teen programs include summer camps, Eureka! for girls interested in STEM, and ongoing workshops. Alameda Island Kids serves children in five Alameda elementary schools. In total we engage over 1,000 youth annually. The operating budget is \$3M, with nearly 40 full-time and part-time staff.

### **Position Summary**

The AIK Site Director leads, manages and supports the daily operations of the Alameda Island Kids Before and After School Program. In this leadership role, the Site Director provides direct supervision, guidance, and support to program staff—most of whom are part-time, with some full-time positions—ensuring high-quality program delivery and staff development.

The AIK Site Director is responsible for overseeing daily program operations, supervising elementary participants, and directing engaging, age-appropriate activities. Through strong leadership, effective management, and consistent coaching, the Site Director ensures a safe, inclusive, and enriching environment that supports youth success and staff performance. All staff, under the leadership of the Site Director, are expected to embody and uphold the mission of Girls Inc. in all aspects of their work.

### **Key Responsibilities**

- Design, oversee, and evaluate a comprehensive after-school program for youth in grades K–5, ensuring activities are developmentally appropriate, engaging, and aligned with learning and enrichment goals

- Oversee daily site operations, including scheduling, staff assignments, attendance tracking, program logistics, and compliance with organizational and licensing requirements
- Supervise, coach, and support program staff, providing guidance on behavior management, positive discipline strategies, and youth engagement while modeling strong mentorship and leadership
- Lead the creation and implementation of a safe, inclusive, and high-quality program environment that supports the physical, emotional, and social well-being of all participants
- Build and maintain strong relationships with students, families, school administrators, community partners, and volunteers to ensure program success and alignment with school-day priorities
- Facilitate and lead staff meetings, professional development, and ongoing training, fostering a collaborative culture focused on continuous improvement and staff growth
- Monitor program quality and outcomes, using data and feedback to assess effectiveness and drive program enhancements
- Lead with a proactive, solutions-oriented mindset, addressing challenges, resolving conflicts, and identifying opportunities to strengthen program delivery
- Ensure clear and effective communication across all stakeholders, including students, staff, families, and organizational leadership
- Manage program budget, resources and materials, ensuring proper use, organization, and accessibility to support program activities
- Serve in a team of five Site Directors to lead professional development, ensure program-wide expectations, and share expertise.
- Perform other leadership and administrative duties as assigned

### **Qualified Candidates Demonstrate**

- A strong commitment to youth development and expanded learning, with the ability to translate vision into high-quality programming
- Alignment with and enthusiasm for Girls Inc.'s mission and vision
- 3–5 years of experience in youth development, after-school programming, or childcare, including at least 1-2 years in a leadership or supervisory role (preferred)
- Strong program leadership skills, including staff supervision, team building, and performance management
- Broad knowledge across multiple content areas (Arts, STEM, SEL, Leadership, Literacy, Health & Wellness) and the ability to guide staff in delivering engaging and meaningful curriculum
- A proactive, organized, and solutions-driven leadership style, with the ability to manage multiple priorities effectively
- Flexibility, adaptability, and openness to feedback, with a commitment to continuous improvement
- Excellent verbal and written communication skills, with the ability to engage diverse stakeholders

- Proficiency in Google Suite and digital tools for program coordination, communication, and reporting
- Completion of at least 12 college units in Early Childhood Education, Education, Psychology, Sociology, or a related field: at least 3 units of Supervision or Administration units (degree preferred)
- Must be 18 years or older and legally authorized to work in the United States

**Position Logistics - Full-time, *Split-Shift* (Non-Exempt) Position**

- Compensation: \$34-37/hour
  - Occasional weeknights or weekends as needed
  - Staff must be able to do physical tasks such as setting up tables and chairs, lifting supplies and or boxes, and daily program clean up
  - Staff must pass a Livescan/Background Check
  - Paid Time Off: Vacation, Sick and Holiday
  - Benefits including: Health, Dental and Vision Insurance; retirement contributions after one year of service
  - Mileage Reimbursement
  - Option for Summer Camp *if work is available*
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- Reports to Director of Alameda Island Kids
  - Regular hours are: Monday - Friday, 7am-8:30am and 11:30am-6pm

Contact AIK Director Utronda Wilson, [uwilson@girlsincislandcity.org](mailto:uwilson@girlsincislandcity.org), with questions.

To apply, send a cover letter and resume to [careers@girlsincislandcity.org](mailto:careers@girlsincislandcity.org).

**GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER**