



**ASHEVILLE HOUSING AUTHORITY**  
**165 SOUTH FRENCH BROAD AVE.**  
**ASHEVILLE, NORTH CAROLINA 28801**

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*The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.*

*Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.*

**JOB POSTING FOR: AFTER SCHOOL PROGRAM SITE LEAD**  
**JOB TYPE: FULL TIME – NON-EXEMPT**  
**PAY RANGE: FROM \$20.00 - \$25.00 AN HOUR, BASED ON EXPERIENCE**  
**WORK LOCATION: IN PERSON**

**GENERAL STATEMENT OF JOB**

The Afterschool Program Site Lead is responsible for overseeing and coordinating the daily operations of the afterschool program at the Edington Center. This role involves managing staff, ensuring the safety and well-being of students, developing and implementing engaging activities, and fostering a positive environment for learning and growth. The Site Lead will work closely with parents, teachers, and community partners to ensure the program meets its goals and supports the needs of the students.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to [jwilloughby@haca.org](mailto:jwilloughby@haca.org), via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

**ESSENTIAL FUNCTIONS**

- Supervise daily operations of the afterschool program, including planning and organizing activities, recruiting, orienting and enrolling children/families.
- Ensure the program adheres to established policies, procedures, and regulations.
- Develop and implement age-appropriate educational and recreational activities that promote student engagement and development.
- Lead, train, and support a team of afterschool program staff and volunteers.
- Conduct regular staff meetings to discuss program progress, challenges, and improvements.
- Provide ongoing feedback and performance evaluations for staff members.
- Ensures the safety standards are always followed for a safe and secure environment.

# **JOB POSTING FOR: AFTER SCHOOL PROGRAM LEAD**

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- Address behavioral issues and conflicts in a constructive and effective manner.
- Monitor and assess individual student needs and work with parents and teachers to provide appropriate support.
- Act as a liaison between the afterschool program, parents, school staff, and community partners.
- Communicate effectively with parents regarding student progress, program updates, and any issues/concerns.
- Conduct monthly safety checks and drills to ensure a secure environment for students and staff.
- Child Abuse Prevention: Reports suspicious and inappropriate behaviors and policy violations. Follows mandated abuse and incident reporting requirements. Ensures youth are properly signed in and signed out, ensures only authorized adults are allowed in the facility, etc.

**Note:** The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong leadership and team management abilities.
- Excellent communication and interpersonal skills.
- Ability to develop and implement engaging educational and recreational activities.
- Proficient in basic administrative tasks, including budgeting and record-keeping.
- Knowledge of child development principles and best practices in afterschool programming.
- Certifications: CPR/First Aid preferred (or willingness to obtain).

## **MINIMUM TRAINING AND EXPERIENCE**

- Education: Equivalent to an associate's degree from an accredited college with major coursework in child development, early childhood education, recreation or a related field. Relevant certifications or equivalent experience will be considered in lieu of a degree.
- Experience: Minimum of 2 years of experience in a leadership role within an educational or recreational setting. Experience in afterschool programs is a plus.

## **SPECIAL REQUIREMENTS**

- Valid Driver's License
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

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### **BENEFITS**

- Medical Insurance - (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays