

Children's Defense Fund Freedom Schools®

Project Director Position Description

Title: Project Director

Year: 2016

Organization:

Nature and Scope

The CDF Freedom Schools® program is an educational and cultural enrichment program. Our program provides summer options for children where there are none and strengthens parent and community involvement in the year-round achievement of children. We serve children ages 5 to 18 for five to eight weeks and integrate reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

Founded in 1995 by the Children's Defense Fund's Black Community Crusade for Children® (BCCC) initiative and today coordinated nationally by the Children's Defense Fund in partnership with well-established and effective local and regional child-serving organizations, the *CDF Freedom Schools* program is a direct service initiative. CDF's Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities. The Project Director position requires training sessions conducted by *CDF Freedom Schools* national staff at the historic CDF Alex Haley Farm in Clinton, Tennessee.

In close collaboration with the sponsor partner Executive Directors, Project Directors will assist in securing space for the site. Sponsor Organizations operating more than one *CDF Freedom Schools* site will have at least one Project Director who coordinates flow of the resources, facilitates activities among the local sponsor and program sites, and communicates with CDF. The Project Director should have strong leadership skills with empathy for children and their parents. He or she should be familiar with the culture and dynamics of the community, committed to the goals of the *CDF Freedom Schools* program, and able to work collaboratively with all program constituents.

Responsibilities

- Maintain regular communication with Children's Defense Fund's national staff.
- Recruit, hire, and manage local program staff.
- Coordinate all logistics for summer program operation in partnership with sponsor Executive Director.
- Supervise Site Coordinators and Servant Leader Interns day-to-day.
- Coordinate arrangements for national and local staff training.
- Meet weekly with the Site Coordinators and hold weekly meetings with all staff – Site Coordinators and Servant Leader Interns.
- Organize a local community advisory committee or other organized community body in support of the *CDF Freedom Schools* program.
- First-year Project Directors must attend the Orientation and Training on March 10 – 13, 2016.

Qualifications

- Must be at least 21 years of age and have completed at least one year of college
- Experience coordinating logistics for a literacy-intensive, high-energy summer program for children
- Experience managing large groups of children, college-age young adults, and parents
- Solid commitment to children's advocacy and enthusiasm for the *CDF Freedom Schools* program
- Ability to motivate others and attention to detail
- Interest in and ability to work as part of an intergenerational team
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures
- Willingness to strive for excellence in all areas and ability to think critically and analytically
- Exhibit positive behavior and attitude; model a mature and professional demeanor; possess excellent written and verbal skills
- Strong interpersonal skills and commitment to the ethics of good character, humility, and servant leadership
- Current voter registration
- Authorization for background check for criminal and child protective findings