

Children's Defense Fund Freedom Schools®
Project Director Position Description

Title: Project Director

Nature and Scope

CDF's 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 CDF Freedom Schools® program is a direct service initiative coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement.

The mission of *CDF Freedom Schools* programs are to boost student motivations to read, generate more positive attitudes toward learning, increase self-esteem and connect the needs of children and families to the resources of their communities. The program serves children in grades kindergarten through twelfth for six to eight weeks. The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss in reading achievement.

The Project Director works in conjunction with the Executive Director to manage operations for the *CDF Freedom Schools* program. The Project Director can serve in this capacity for more than one program site for a sponsor organization. The Project Director should have strong leadership skills with empathy for children and their families. The Project Director should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities

- Work with Executive Director to recruit, hire and manage adequate staff to operate program(s) and ensure overall quality as outlined by the standards of the *CDF Freedom Schools* program.
- Work with Executive Director to recruit children and families that are our most vulnerable populations.
- Maintain the safety of all staff and students at their sites.
- Attend all required trainings.
- Maintain the safety of all staff and students at the site.
- Maintain regular communication with the *CDF Freedom Schools* national staff, as appropriate.
- Conduct local training with program staff prior to and after the June Ella Baker Child Policy Training Institute.
- Work in conjunction with site coordinator to check book inventory upon receipt and notify *CDF Freedom Schools* national staff of any discrepancies.
- Submit all required documents to CDF by the requested deadline.
- Ensure that the appropriate program staff inputs child, staff and parent enrollment data in CDF's reporting system.
- Serve as the liaison between the sponsor organization and the program site(s).

- Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.
- Establish programmatic safeguards and practices which prohibit discrimination or harassment on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other characteristic protected by state laws governing your state.

Qualifications

- Senior level staff with experience managing programs for children and families
- Ability to translate a strategic plan into direct implementation
- Administrative leadership skills and experience in managing an intergenerational staff
- Ability to motivate others, pay attention to detail, and lead long-term planning
- Solid commitment to the success and well-being of children
- Excellent written and verbal communication skills
- Exhibit positive behavior and attitudes; model a mature and professional demeanor.
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures.

Children's Defense Fund Freedom Schools®
Site Coordinator Position Description

Title: Site Coordinator

Nature and Scope

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The Site Coordinator manages the day to day operations and serves as the supervisor for one *CDF Freedom Schools* program site. It is recommended that the Site Coordinator has served as a *CDF Freedom Schools* Servant Leader Intern and should be capable of leading an intergenerational staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

Responsibilities

- Work in conjunction with Project Director to recruit children for the program.
- Work in conjunction with Project Director to recruit, hire, train and manage staff.
- Maintain the safety of all staff and students at their site.
- Ensure proper implementation of the *CDF Freedom Schools* program model by managing daily site activities.
- Attend all required trainings.
- Maintain the safety of all students at the site.
- Serve in a supervisory capacity and the primary contact for the Servant Leader Interns during the June Ella Baker Child Policy Training Institute.
- Work in conjunction with Project Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.
- Work in conjunction with the Project Director or other designee to coordinate afternoon activities, field trips, family engagement initiatives and volunteer responsibilities.
- Work with Servant Leader Interns to identify and schedule guest readers, and lead Harambee.
- Ensure Servant leader Interns have the necessary books, materials and supplies for daily activities.
- Conduct daily debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.
- Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.
- Input child, parent and staff enrollment data in CDF's reporting system.
- Maintain regular communication with Project Director.

- Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.

Qualifications

- Must have completed at least one year of college
- Servant Leader Intern experience at a *CDF Freedom Schools* site is preferred
- Possess strong leadership and management skills
- Exhibit positive behavior and attitude; model a mature and professional demeanor
- Possess excellent written and verbal skills
- Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures

Children's Defense Fund Freedom Schools®
Servant Leader Intern Position Description

Title: Servant Leader Intern

Nature and Scope

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College-age young adults and recent college graduates play a key role in the *CDF Freedom Schools* program in the position of Servant Leader Intern. Each *CDF Freedom Schools* Servant Leader Intern serves as the teacher for a maximum of 10 students. Servant Leader Interns have access to further leadership development and networking opportunities geared toward continued direct service and advocacy on behalf of children and families.

Responsibilities

- Supervise and maintain safety of students at all times.
- Set up, manage and break down classroom space according to standards developed by CDF.
- Engage a maximum of 10 students per class in the Integrated Reading Curriculum as outlined in the guide provided by CDF.
- Attend all required trainings.
- Maintain the safety of all students at the site.
- Serve as Harambee leaders, afternoon activities facilitators, and field trip chaperones.
- Collaborate with other staff to establish and maintain a supportive and structured environment for the students entrusted in their care.
- Report any issues or concerns regarding students in the program to the Site Coordinator.
- Implement the *CDF Freedom Schools* Integrated Reading Curriculum with fidelity.

Qualifications

- Must have completed at least one year of college and have plans to complete the college degree (typical age range is 18-30)
- Maintain or have graduated with at least a 3.0 G.P.A.
- Ability to motivate others and 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
- Exhibit positive attitude; model a mature and professional demeanor
- Excellent written and verbal skills