



Director of Vernonia Village Afterschool Program

About the Role

Vernonia Village is a dynamic afterschool program serving K–12 students at both Vernonia Elementary School and Camp Cedar Ridge. As Director, you'll lead the whole operation — staff, programming, budget, and community relationships — while keeping the program aligned with 21st Century Community Learning Center (21st CCLC) grant requirements. This is a role for someone who loves working with kids and communities, thrives in a mix of school and outdoor environments, and brings both big-picture thinking and day-to-day follow-through.

What You'll Do

Lead the program

- Set the vision and strategic direction in collaboration with school administrators, camp staff, families, and community partners.
- Design, implement, and evaluate programming that supports academics, recreation, arts, STEM, leadership, and wellness across all grade levels.
- Promote the program through outreach, events, and partnerships; keep families informed about enrollment and upcoming opportunities.

Manage the grant

- Oversee compliance with 21st CCLC grant requirements, including tracking expenditures, preparing reports, and communicating with funders.
- Develop and manage the program budget; seek additional funding when needed.
- Track student participation, outcomes, and satisfaction data to inform decisions and meet grant evaluation requirements.

Build and support your team

- Recruit, train, and supervise educators, counselors, camp facilitators, volunteers, and support staff.
- Provide ongoing coaching, professional development, and performance feedback.
- Ensure all staff have the training they need to meet students' diverse needs and learning styles.

Keep things running safely and smoothly

- Establish and enforce safety, health, and behavior policies across both sites.
- Coordinate schedules, transportation, facilities, and supplies between the school and camp.
- Conduct regular safety drills and respond effectively to emergencies.
- Maintain confidentiality of student, family, and staff information.

What We're Looking For

Required

- 3–5 years of experience in youth programs, afterschool leadership, camp administration, or a similar setting.
- Experience managing a grant-funded program, including compliance and reporting.
- Proven ability to supervise and inspire a team.
- Strong communication, organizational, and relationship-building skills.
- Commitment to diversity, equity, and inclusion.
- Knowledge of child and adolescent development, trauma-informed practices, and positive youth development frameworks.
- Flexibility to work on occasional evenings and weekends as needed.
- Valid driver's license and ability to travel between sites.
- CPR/First Aid certification (or willingness to get certified).

Preferred

- Bachelor's degree in Education, Child Development, Social Work, Recreation, Administration, or related field.
- Experience in both classroom and outdoor/camp environments.
- Skill in conflict resolution and maintaining a positive environment for youth and staff.
- Proficiency with technology for communication, data tracking, and reporting.
- Experience in fundraising, partnership development, or youth advocacy.
- Bilingual skills or experience with multilingual communities is a plus.

Work Environment

- Primary sites: Vernonia Elementary School and designated Camp Cedar Ridge facilities (program alternates between locations).
- Fast-paced, hands-on environment with students, staff, and families.
- Physical requirements include supervising outdoor activities and responding to emergencies.

Reporting Structure

The Director reports to the 21st CCLC Grant Program Director/Camp Cedar Ridge Executive Director and supervises all site staff, volunteers, and contractors. You'll collaborate regularly with school leadership, camp staff, and grant administrators.

About Vernonia Village

Vernonia Village offers K–12 students enriching experiences beyond the classroom — homework help, hands-on learning, outdoor adventures, arts and crafts, leadership development, and mentorship. Programming is designed to be age-appropriate, culturally relevant, and accessible to every student.

How to Apply

Submit a cover letter, resume, and references via our online application form:

<https://campcedarridgeor.org/employment/>. Finalists may be invited for a site visit and leadership skills demonstration.

Note: This position is entirely funded by the Federal 21st Century Community Learning Centers (21st CCLC) Grant in cooperation with the Oregon Department of Education and the Vernonia School District. The grant runs in 5-year cycles; 2026–2027 will be Year 4.

Vernonia Village is an equal opportunity employer. We celebrate diversity and encourage candidates of all backgrounds and identities to apply.