

# **Youth Programs Manager Job Description Updated for Covid-19**

## **Alliance Française de Washington, D.C.**

### **NOT OPENED TO VISA SPONSORISATION**

**Job Title:** Youth Programs Manager

**Department:** Education

**Reports To:** Academic Director

**Designation:** Non-Exempt Full Time

The Alliance Française of Washington DC (AFDC) is the leading French language and cultural center in the Mid-Atlantic region. Since its reopening in 1949 after a 10-year war hiatus, AFDC has been dedicated to creating and offering Washingtonians innovative and unique programs in education and the arts, all exploring the evolving diversity and richness of French and francophone cultures. AFDC aims to increase the knowledge of the French language, and to encourage interaction among French, Francophone and American people through education and cultural programs. AFDC presents Cinema (AFDC Film Festival; Euro-Asia Shorts; EU Film Festival), Performing Arts, Visual Arts, Lectures, Tastings, Social Event programs, and a bi-annual Fashion Show. AFDC participates in Kids' Euro Festival, Festinéma, and offers a wide variety of events to its younger crowds. AFDC also has an extensive French Multimedia Center as well as a digital library, Culturetheque.

The AFDC Language Center is the largest language school dedicated to teaching the French language in the DC/MD/VA tri-state area. With more than 4,500 registrations annually, we offer French in one convenient location: Kalorama (weekdays and Saturdays) in Washington DC. Since March 2020, AFDC has switched all its classes and activities online successfully via Zoom.

The AFDC program offers a high level of language instruction and follows the recommendations, descriptors of skills and competences and level scale of the CEFR (Common European Framework for Foreign Languages). All the classes provide an integrated approach to French language and culture. All classes are equipped with Smart Boards. The AFDC Youth Programs work in partnership with the only French Language Immersion Program in DC as well as a number of other public or private schools for off site classes, events and/or field trips.

The AFDC also offers official certifications recognized in Europe and in France by universities and employers, such as TEF, TCF and DELF-DALF. The AFDC also offers AP French Prep classes.

Although the AFDC building is currently closed to staff, faculty and the general public due to the pandemic, when it reopens, in-person classes will start back with ages 1 thru 5 first before moving up in age.

### **Position's Mission:**

The Youth Programs Manager organizes, develops, and implements the AFDC's Kids and Teens Programs. to raise its profile, promote its educational services and increase its influence in the Greater Washington area. The Youth Programs Manager is expected to teach at least one class per session, except in summer.

**Before Covid-19**, the position reported to the Deputy and Academic Director for all necessary coordination of use of classrooms and availability of teachers who teach both adult and youth programs and to the ED for all other matters, including HR.

**During Covid-19**, the position reports to the Deputy and Academic Director for all necessary coordination pertaining to the availability of teachers who work in both departments and to the ED for all other matters, including HR.

### **Regular Tasks:**

- **Lead and supervise the Youth Programs Department's activities:**
  - Prepare the school calendar
  - Plan all sessions and all educational activities within the sessions
  - Prepare detailed session reports for the Executive Director:
    - Assess and analyze data (registrations, returning and new students, class occupancy rate, full classes, closed/cancelled classes, added classes)
    - Point out issues and present solutions
- **Prepare the Youth Programs Department's annual budget:**
  - Prepare a provisional budget with projected income and projected expenses on FY
  - Review budget on a quarterly basis once approved by Board to address necessary changes, if need be
  - Maintain ledger on school's expenses (copies, books, teachers' materials, children's classes, summer camps...)
- **Manage pedagogical contents:**
  - Plan and prepare for each session and **is helped by Instructional Coordinator (help means that the IC assists, while the Director does the work. It does not mean delegating everything, the IC only works 20 administrative hours per week. Additionally, the IC may not be fully qualified yet to assist on everything)**
    - Define content and curricula for between 30 to 40 classes per session (this number varies a lot since Covid-19)
    - Prepare session schedule of classes
    - Design and develop camps or workshops (online since Covid-19)
  - **Calculate tuition fees for all classes with Executive Director**

- ***With Instructional Coordinator, if she/he is qualified and has expertise in this: Change of method***: (About every 5 years, the AFDC has to change method, the contents – documents, images- age quickly...)
    - Review and analyze new published FLE textbooks
    - Meet with editors and authors (online during Covid-19)
    - Pilot new classes with different methods to test them on students/parents and teachers
    - Analyze teachers' and students/parents' feedback surveys on new textbooks
  - **Customize curricula for private classes:**
    - At point of entry: assess private student's specific linguistic needs and confirm with parents
    - Confirm which teacher is more appropriate to student's needs
    - Ensure that teachers are prompt at getting back to student, that student/parent has paid before starting private class, that student gets evaluation at the end of his hours if the parent requests such evaluation
- **Promote Educational Activities:**
- 1. Before Covid-19, an Evergreen brochure, a summer camp brochure, a Teens programs brochure, and 4 postcards were made to Plan and prepare the annual catalogue of classes, under the supervision of the ED:**
    - Choose illustrations
    - Edit blue line
    - Approve final proof to be sent to printer
    - Review and prepare mailing list and distribution points
    - Publish and promote class catalogue online (PDF uploaded)
    - Maintain online presence on social media to promote educational activities
    - Promote AFDC's Youth Programs with current partners (through distribution and in-person meetings) and with prospect partners (networking; continuing education; in-person meetings with heads of schools, principals) –
  - 2. Covid-19: The hard copy brochures (evergreen and postcards) have been suspended. But the summer camps and summer teens brochures may be redesigned for exclusive propagation online (web-friendly and PDF friendly).** The processes described in point 1 remains the same, but all distribution must be made virtually.
- **Manage the teaching team (some of these responsibilities can be delegated to Instructional Coordinator except communication, recruitment and payroll):**
- Recruit qualified teachers:
    - Assess staffing needs for teachers
    - Interview potential teachers as first point of entry
    - Recommend selected candidates to Executive Director
    - Verify all references
    - Orient all new teachers and educate them in Zoom.
    - Provide training for all teachers (*dos and donts/ American Legislation*) with Executive Director's help if needed.

- Maintain weekly contact with teachers via weekly or bi-weekly email and with one general informational email (in general at beginning of each session and plus if needed): this is very important during Covid-19. The informational email/ session to contain news of the department, welcoming of new teachers, training available (**the training opportunities should be immediately forwarded to teachers as soon as the Youth Programs Manager is made aware of them, because time is of the essence!**)
- Verify hourly teachers' teaching availabilities from one session to the next
- Communicate their schedules to teachers via emails at least a week before the start of the session
- Be prepared to sub! (sick teacher...)
- Coach teachers
- Prepare continuing education calendar (up to 6 trainings per year and one meeting at least per session + one before summer camps for organizing/planning and one after summer camps for debriefing):
  - Develop and prepare topics with the Instructional Coordinator, if he/ she has been trained on this and has expertise.
  - Define continuing educations' objectives
  - Establish calendar
  - Ensure all teachers are informed
  - Welcome external trainer if need be (authors or editors coming in or webinars from DG/Foundation and/or IF.... via Zoom)
  - Cultivate past trainers
- Teachers' Payroll:
  - Verify time sheets against sessions for group classes
  - Verify private class time sheets
  - Verify training hours, placement tests hours, certification hours, curricula hours
  - Enter everything into XLS spread sheet
- Assess teachers with Instructional Coordinator (if he/she is trained to do that)
  - Observe classes **regularly (every teacher must be observed during the year; new teachers must be additionally observed during their first session with us and immediately if there is a complaint from a parent)**
  - Follow-up class observation with in-person meeting with teacher
  - Inform teacher of their progress or their need for training
  - Observe class a second time if teacher needed training
- **Promote and manage students' enrollment and students' pedagogical follow-up:**
  - Prepare necessary material for registrations, enrollment periods and first days of sessions:
    1. **Before Covid-19:**
      - Design and print class and session schedules, class lists, promotional flyers
      - Schedule "Open House" days: choose dates in coordination with Library, inform available teachers, prepare rooms and material
      - Schedule Placement Tests days/hours for Youth public on website.

- Welcome public and be ready to promote all AFDC's departments and their services
- Establish personal rapport with prospects/student as much as possible (remember names, details, etc...)
- Welcome students in each class on the first day of the session, so that students and parents know who to talk to.

**2. Covid-19:**

- All the activities described above can be done online via Zoom, such as "trial classes"
- Schedules, etc., must be emailed individually to parents at least a week before the class starts.

**3. Ongoing before or during Covid-19:**

- Follow enrollment on a daily basis when a registration period opens and adjust classes if needed (add or cancel)
- Follow cash flow coming from class registration via Sonjara
- Follow student's pedagogical life: confirm classes, process class changes; process class cancellations and refunds
- Process book sales
- Prepare and email monkey surveys after each session; analyze data for comparison with outcomes and reports to **with Executive Director**

- **Manage Room Occupancy and Schedule:** in collaboration with Academic Director

**1. Before Covid-19:**

- Assess classroom needs by session
- Determine dates and hours of occupancy per classroom
- Maintain logbook of classroom availability for private classes, pedagogical meetings or AFDC's general needs
- Maximize classroom occupancy: no classroom should be "empty" during "prime time teaching hours"

**3. Covid-19: This will change every time OSHA or CDC issues guidance:**

- **The Youth Programs Manager** is responsible for the good application and respect of the Covid-19 rules by students, parents, and teachers until further notice, and for the cleaning/disinfecting of any amenities (classrooms AND toilets, tables, chairs, materials) AFTER every class in the basement (space dedicated to Youth Programs) once the building reopens to the public, **with the support of the Instructional Coordinator- Children**

- **Manage Logistic Needs:**

- Project and plan for audio, video and other technological needs: this will continue even after AFDC settles on a school learning system such as Trello or Canvas.
- Choose textbooks and reference materials

- Get tariffs and shipping information from distributors and establish price comparison once a year
- Calculate sales price for all textbooks and learning materials sold by AFDC with Executive Director's approval
- Make one inventory per session\Order books and manage stock
- **Promote cultural and library events targeting Youth:**
  - Email parents on such activities
  - Liaise with the library for inclusion of such events in the library newsletters
  - Attend said events
  - Attend Bloombars at least one Sunday morning per month with AFDC teacher Achille (not during Covid-19)
- **Maintain web site and databases:**
  - Update web site contents per session, during enrollment period and during session
  - Update database with students' placement test notes, class notes, etc.
  - Update Students' class lists
  - Work with Executive Director and Development Director in updating VIP students' list for cultivation.

#### **Brand-raising Tasks:**

- **Research potential Partnerships with The College Board (AP classes), the IB programs, AATF, ACTFL...), private and public schools**
- **Research New Markets**
  - Contact Heads of local private schools, send them material, and follow up
  - Contact and meet Head of Lycee Rochambeau, Stokes School and other public school with French Immersion Programs and follow up
  - Reinitiate contacts and classes with former locations and/or clients such as The Hill Center, The Whittle School

**Hours: The position is an “exempt” position: no overtime is paid. The 40-hours / week limit is indicative. If need be, the work week can be longer.**

- **Pre-Covid-19: 10:00am – 6:00pm. Tuesdays thru Saturdays**
- **Covid-19: the work week remains a 40-hour week, and the hours/days remain the same, but a certain flexibility is possible due to circumstances:**
  - Working from home is possible and will remain possible once the AFDC reopens to staff and until a safe treatment or vaccine is found.
  - Employee must at least work 6 of the 8 hours of the workday at a time when other staff members are also working
  - A workday is 8 hours. Lunch, if not taken at the desk, means the workday is 8 hours + lunch hour. If taken at the desk, lunch hour is considered as a working hour.
  - Use of AFDC laptop equipped with VPN is mandatory.
  - Use of G:Drive is mandatory for all documents designed/written/published;

- Use of personal laptop is forbidden.
- Attendance at staff/ work meetings is required and may oblige the employee to find alternate solutions in case of conflicting family duties

**Qualifications required:**

- Master 2 in FLE preferred,
- If not, DAEFLE is a Must.
- If not a French native speaker, DALF C2 is a Must.
- If not an English native speaker, proof of level C2 in writing and speaking will be required
- Experience teaching FLE to children age 1 to 18: at least 2 years.
- Knowledge of the American school system (AP classes) and American standard tests such as AP French language, SAT- Subject; ACT; STAMP; and experience teaching FLE in American public or private schools is a Plus.
- Experience as an administrator/coordinator in an educational environment: at least 2 years.
- DELF-DALF habilitation up to C2 is a Plus; up to DELF B2 is a minimum.
- Able to carry up to 50 lbs (move furniture, carry boxes) all the way to the 3<sup>rd</sup> floor. The AFDC building is a historic grand-fathered building with no elevator.
- Technical skills: basic knowledge of technical equipment for set up of events. Ability to quickly familiarize self with and trouble shoot equipment. Knowledge of Smart Board systems a plus.
- CPR/First Aid certificate for infants/children is a Plus
- Microsoft Office Suite expertise is a Must: Outlook, Word, XLS, Publisher, PPT. Knowledge of basic html is a Plus.
- Knowledge of CANVA (design software) appreciated
- Bilingual French-English preferred
- Excellent verbal and written internal/external communication skills.
- Team-spirit, hard-work ethics; excellent time management and organizational skills required
- Creativity, Innovation, Patience, Love of children.
- Ability to work under stress, under pressure, and to meet deadlines.

**Salary:** Based on Diploma + 2 year minimum of experience in a fast-paced office.

**Salary Range:** \$45,000 to \$55,000 (Annual Gross Salary)

**Transportation Stipend:** \$100/month (not taxable): suspended during Covid19.

**Benefits:** generous vacation and holiday package, health insurance (medical, dental, vision); 50% off classes and events for spouse and children; generous training opportunities paid for by AFDC; annual individual or family membership to AFDC

**Start Date:** August 1, 2021, and no later than September 1, 2021.

**How to Apply:**

- Send resume in English and letter of motivation in English and in French to: [director@francedc.org](mailto:director@francedc.org)
- List of at least five professional references in the field (Education)
- **Only the candidates whose application will be retained will be contacted. DO NOT CALL!**

