

City of Winooski Job Description

Human Resources Department

Position Title – Thrive Site Director

Funding Source – General Fund 100%

Purpose – The Thrive Program Site Director will oversee all aspects of The City of Winooski's state-licensed Thrive After School and Summer Program, which provides school-age children (grades K – 5) in Winooski an enriching experience during out-of-school time throughout the year. The Site Director will work collaboratively with Thrive Program Assistants to develop and implement age-appropriate enrichment activities, set up and maintain a safe environment that complies with licensing regulations, and oversee daily operations and staffing. This will include regular direct service with youth. In addition, the Thrive Site Director will be responsible for all fiscal elements of the program, working closely with City Finance Department staff, the State of Vermont, and other Community Services staff to ensure accurate and timely records, billing, and budget compliance.

