

## POSITION DESCRIPTION

**Position:** EPIC Program Lead - Seasonal, Summer Only

**Purpose:** The EPIC Program Lead will provide logistical oversight and support to students, families, and staff during EPIC summer enrichment programming. The EPIC Program Lead will directly supervise youth on-site and will assist in daily work direction of staff members during program hours, including independent work direction of staff. This person will also assist in the implementation of the EPIC enrichment program in accordance with quality assessment tools.

**Primary Customers:** **Internal:** District staff  
**External:** Students, Parents, Volunteers, Community

**Location:** Program Leads may be scheduled to work at any district elementary building.

**Position Qualifications:** **Education/Certification:**

- Bachelor's Degree in Education, Recreation, or similar preferred.

**Experience:**

- 3 years' experience working with youth preferred, but not required.

**Qualifications:**

- Experience in providing work directions, training and development to staff preferred.
- Ability to successfully oversee multiple components of youth programming simultaneously
- Personal dependability, initiative, and organization
- Excellent written, oral, and interpersonal communication skills
- Experience working with elementary aged children
- Ability to build connections and provide guidance to staff in a positive, constructive, and supportive manner
- High level of comfort with quick decision-making and adapting to change in a fast-paced environment
- Knowledge of district and program policies and procedures relating to discipline, health and safety, and confidentiality
- Ability to effectively communicate with parents and staff to answer questions and resolve concerns
- Passion for youth programming and supporting youth as they engage in enrichment opportunities
- Ability to uphold and serve as an example of professional conduct
- Ability to regularly communicate updates, questions, and concerns to program leadership

- A proven commitment to supporting diversity and inclusion in youth programs.
- Experience working with children with special needs and an understanding of developing accommodations for youth from diverse backgrounds.
- Ability to encourage shared leadership, team building, and collaborative working relationships within the site, building and overall program.
- Required to become First Aid and CPR certified.

*All positions are designed to support the **MISSION** of Eden Prairie Schools:  
**Inspiring Each Student Every Day.***

**Essential Responsibilities:**

1. In collaboration with EPIC leadership, instructors, and paraprofessionals, the EPIC Program Lead will oversee a smooth and safe check-in and check-out process each day, ensure participants experience high-quality and engaging enrichment opportunities, and provide staff with the materials, resources, and support they need to be successful.
2. Provide work direction to staff during program hours.
3. Support the operation of the EPIC Summer Program by providing assistance where needed to students, families, and staff.
4. Supervise the student drop-off and pick-up process to ensure each participant makes it to their destination safely and on time.
5. Respond to questions and concerns from parents in a friendly, solution-oriented manner.
6. Serve as the primary point of contact for all on-site staff, providing guidance, answering questions, and lending support where needed.
7. Serve as the first line of crisis management for first aid, weather, and high-risk situations during, before, and after school time.
8. Responsible for the distribution and administration of student medication as needed.
9. Welcome instructors who teach classes through outside vendor-partner organizations by providing tours of the building and reminding them of program protocols and expectations.
10. Provide regular updates, and share questions and concerns, with program leadership.
11. Create a safe, nurturing environment for students to stay engaged and build positive relationships with peers and staff.
12. Assist on-site staff with locating supplies, accessing indoor and outdoor spaces, and connecting them with resources as needed.
13. Work with instructors and paraprofessionals to ensure students with inclusion needs are receiving equitable and effective support in each class.
14. Observe enrichment programming in action to monitor program quality and provide assistance to students or staff as needed.
15. Know, understand, and implement district and program health and safety procedures.
16. Help maintain the appearance and cleanliness of program spaces.
17. Provide opportunities from which all children learn to make choices that contribute to both their growth in lifelong learning skills and their development into becoming respectful and responsible adults.

18. Foster the individual growth and development of all children and youth.
19. Other duties as assigned.

**Standard Measures of Accomplishment:**

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment:**

Classification:	Class Level 6
Hours/Week:	40 hours per week (summer only).
Duration of Employment:	During weeks when EPIC summer programming is in session.

**Evaluation:**

A continuous improvement process as implemented by Youth Programs Supervisor