



## Program Manager STAR CLUB After School Program

Job Description  
Scope of Work

**Job Title:** Program Manager

**Reports to:** STAR Club Board of Directors / President

**Prepared by:** STAR Club's Board of Directors

**Date Prepared:** 10/21/2025

**Approved by:** STAR Club Board of Directors

### **Job Summary:**

This position, head quartered at First Baptist Church, 523 2<sup>nd</sup> Street, St. Albans, WV 25177 will provide administrative and support services to the overall daily operation of STAR Club, Inc. STAR Club advocates a team approach when working to meet the needs of students, focusing on the following areas of impact:

- Providing encouragement, protection and edification of middle school students in the St. Albans, WV area.
- Providing resources and opportunities for educational growth, recreation, as well as character, social and personal growth.
- Impacting the St. Albans community needs through pertinent, educational programs, workshops and opportunities open to the public.
- Improving the responsiveness of the St. Albans community to the needs of STAR Club, Inc.

### **Expectations:**

- Recruit and enroll at-risk middle school students from Hayes middle school in Saint Albans
- Assess the individual needs of students and develop a plan to address their needs, based on the records from their school and as identified in Schoology.
- Communicate with principals, teachers and counselors within the participating schools as needed.
- Develop enrichment programming for students as it relates to their academic need.
- Maintain and update all business and individual contributing contacts.
- Knowledge of Microsoft Office Suite and the Kanawha County schools Schoology
- Develop publications and news releases about STAR Club, Inc.
- Manage phone, email and text communications.
- Advise parents/guardians on their progress regularly.

10/21/2025

- Present STAR Club to school open houses, business and civic organizations.
- Represent STAR at various community events, media and fund raisers.
- Other duties as needed.

### **Supervisory duties**

- Supervise assistant director,
- In conjunction with the assistant program manager supervising all volunteers and tutors
- Maintain an environment all students can learn, grow and flourish.
- Promote discipline which promotes positive behavior in the students.

### **Qualifications**

#### Education and/or Experience

- Minimum bachelor's degree in education or other related fields with two years of experience preferred.
- Demonstrate the ability to work independently and as a team.
- Experience working directly with students.
- Strong work ethic/highly organized.
- Ability to communicate well with students and adults
- Compassion for students with physical, medical, learning and mental disabilities.
- Complete a Kanawha County food handler's training.

### **Work Environment & Physical Demands**

- Work is performed primarily in a church facility and school setting
- Requires ability to supervise active middle school students in various settings
- May require occasional evening or weekend hours for special events
- Ability to stand, walk, and move around facility for extended periods
- Ability to lift to 25 pounds (supplies, materials, equipment)

### **Success Metrics**

Performance will be evaluated based on:

- Student enrollment and retention rates
- Program attendance and participation levels
- Student academic and behavioral progress
- Grant compliance and timely reporting
- Parent/guardian and school partner satisfaction



## Job Posting

**Job Title:** **Program Manager STAR Club, Inc.** after-school tutoring and mentoring program for Hayes Middle School Students who are failing one or more of their core classes.

**Location:** First Baptist Church of Saint Albans  
5203 2<sup>nd</sup> Street  
Saint Albans, WV 25177

**Hours:** Part time – 10 month – Monday - Thursday  
Grant funded

**Job Summary:** This position, head quartered at First Baptist Church, 523 2<sup>nd</sup> Street, St. Albans, WV 25177 will provide administrative and support services to the overall daily operation of STAR Club, Inc. STAR Club advocates a team approach when working to meet the needs of students, focusing on the following areas of impact:

**Duties and Responsibilities:** Providing encouragement, protection and edification of middle school students in the St. Albans, WV area. Providing resources and opportunities for educational growth, recreation, as well as character, social and personal growth. Detailed list is in the Job Description.

### **Educational Program Development, Implementation and Evaluation:**

Recruit and enroll at-risk middle school students from the middle schools in Saint Albans. Assess the individual needs of students and develop a plan to address their needs, based on the records from their school. Communicate with principals, teachers and counselors within the participating schools as needed. Develop enrichment programming for students as it relates to their academic need.

**Technical:** Working knowledge of Microsoft Office Suite including email

### **Other Responsibilities as Assigned**

### **Qualifications / Education and/or Experience**

- Minimum bachelor's degree in education or other related fields with two years of experience preferred.
- Demonstrate the ability to work independently and as a team.
- Experience working directly with students.
- Strong work ethic/highly organized.
- Ability to communicate well with students and adults.
- Compassion for students with physical, medical, learning and mental disabilities.
- Complete a Kanawha County food handler's certification.

**Other Qualifications:**

Strong work ethic/highly organized. Ability to communicate well with students and adults. Compassion for students with physical, medical, learning and mental disabilities. Complete a food handler's certification.

**Certificates and Licenses Required:**

Valid WV Driver's License Required

**Work Environment & Physical Demands:**

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**To Apply:** PREFERRED: Information accepted as e-mailed in Word or PDF format to ktalley60@gmail.com. **Submit a cover letter, résumé, and two professional references (name, title, address, phone number, and e-mail address) and 1 reference from your church affiliation.** This position will remain open until it is filled. However, first consideration will be given to applicants who reply by December 1, 2025. Hard copy applications may be sent to:

STAR Club, Inc.  
Job Application – Kathy Talley  
% First Baptist Church  
523 2<sup>nd</sup> Ave  
Saint Albans, WV 25177

The application packet can be found on the STAR website:  
starclubwv.com



**STAR Club, Inc**  
**523 2<sup>nd</sup> Ave**  
**Saint Albans, WV 25177**

## Contract Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Contract rate varies with education and experience: \_\_\_\_\_

Contract Position  
Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_ **Everyone will be required to have a background check**

### Education

**High School:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

**College:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other degrees or certifications \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

*Please list two professional references and one from your church affiliation*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

\_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to a contract I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_