

Director of After-School Enrichment & Evening Study – Bellesini Academy | Lawrence, MA

About Bellesini Academy

Founded in 2002 and inspired by the legacy of Blessed Stephen Bellesini, O.S.A., Bellesini Academy is a Catholic, tuition-free middle school serving students from families with limited financial means in Lawrence, Massachusetts. With a co-institutional model and an emphasis on personalized learning, structure, and opportunity, Bellesini empowers students to excel academically, grow in faith, and gain acceptance into top college-preparatory high schools. Our students consistently achieve more than two years of academic growth per school year—and have earned more than \$30 million in high school scholarships to date.

We serve 120 students in grades 5–8 and over 250 alumni throughout high school and college. Our dedicated team includes full-time faculty, administrators, alumni support, and part-time staff—all united in our belief that education is a vehicle for transformation and justice.

Your Impact as Director of Afterschool Enrichment & Evening Study

Position Summary:

The Director of Afterschool Program Development plays a vital role in advancing Bellesini's mission by leading the design, implementation, and continuous improvement of all afterschool programming. This includes enrichment, academic support, recreation, and mentoring for students in grades 5–8 during the extended school day and into evening study. The director ensures that the afterschool program reflects Bellesini's values, supports students' holistic development, and fosters a nurturing, structured environment aligned with the school's mission.

Key Responsibilities of Enrichment Program:

Enrichment runs Monday - Thursday from 3:30 - 5:00 pm

Evening study runs Monday, Tuesday, and Thursday evenings from 5:00 - 6:15 pm

Program Design & Implementation

- Design and lead a mission-driven, engaging afterschool program that supports students academically, socially, and emotionally.
- Develop a range of activities (e.g., homework help, STEM, arts, athletics, spiritual development) that reflect the school's holistic education model.
- Maintain daily schedules, oversee programming logistics, and ensure consistency with the extended-day structure.
- Designing, coordinating, and overseeing academic enrichment programs and activities across grade levels
- Managing evening study staff and managing calendar of workers to ensure staffing needs are met
- Collaborating with faculty and administration to identify and support high-achieving and gifted students
- Supervising and evaluating program success, including collecting and analyzing data

Staff Supervision & Development

- Recruit, supervise, and mentor part-time staff, volunteers, and enrichment providers.
- Lead ongoing training to ensure all staff promote a safe, respectful, and mission-centered environment.

Student Support & Formation

- Create a structured, supportive climate in afterschool hours that promotes discipline, character, and leadership.
- Collaborate with the academic and counseling teams to monitor student progress and intervene as needed.

- Foster strong relationships with students and families to encourage participation and engagement.

Partnerships & Community Engagement

- Cultivate partnerships with local organizations to enrich programming opportunities
- Coordinate with volunteers, alumni, and local groups to offer workshops, mentorship, or service-learning opportunities.

Program Assessment & Compliance

- Track attendance, behavior, and engagement data to assess impact and improve programming.
- Ensure compliance with safety protocols, child protection policies, and licensing standards.
- Prepare program reports for leadership and stakeholders as needed.

Budget & Resource Management

- Manage the afterschool program budget, ensuring resources are used effectively.
 - Collaborate with advancement staff on funding proposals, donor engagement, and grant reporting related to afterschool initiatives.
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Qualifications:

- Bachelor's degree in Education, Social Work, Youth Development, or related field desired.
- 2–5+ years of experience in youth programming, afterschool leadership, or middle school education.
- Strong commitment to Catholic values and mission-driven education.
- Experience working with urban youth, preferably in underserved communities.
- Excellent leadership, communication, and organizational skills.
- Ability to build trust and relationships with students, staff, and families.

Preferred Qualifications:

- Bilingual (English/Spanish).
 - Experience coordinating volunteers and community partnerships.
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Work Schedule and Compensation:

- Monday - Thursday 11:00am-6:30pm (On occasion some Fridays may be needed)
 - School-year calendar with potential summer programming responsibilities.
 - Range \$25.00 - \$35.00 per hour
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To Apply:

Please submit a resume, cover letter, and times available for a quick phone interview to Liz Comtois, Director of Operations at lcomtois@bellesiniacademy.org with the subject line of Director of Afterschool Enrichment & Evening Study in the subject line.