



**Children's  
Service Society**

Child Care Resource  
& Referral ~ Metro

## Job Description Form

**Position Title:** Drop-In Child Care Director

**Program:** Care About Childcare

**Reports to:** Quality Improvement Coordinator

**FLSA Status:** Exempt

**EEOC:**

### **General Summary:**

Oversee the efficient operation of the Refugee Drop-in Child Care Center and 'Caregiving Essentials' Mentoring Program

### **Essential Job Functions:**

#### **General Office Duties:**

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Keep personal use of time to a minimum. Follow policies and procedures, dress appropriately, and represent the agency in a positive manner
- Fill out agency, department and center paperwork in a timely manner. Assure it is submitted on time
- Communicate with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CAC team.
- Update outlook calendar and inform supervisor of schedule changes and needs

#### **Child Care Program Duties**

- Ability and willingness to work a flexible Full Time schedule that may include occasional weekends and evenings. Schedule will be partially dependent on the needs of the refugee community for child care services
- Attend and participate in special events when possible to provide a collaborative and cohesive approach to Care About Childcare's vision and mission
- Develop & maintain a separate filing system for Drop-in Center paperwork and Caregiving Essentials Programs
- Work with the Quality Improvement Director to develop a yearly program plan and update progress on a quarterly basis. Assure that the duties on the child care center program plan are completed successfully
- Prepare statistics for monthly and quarterly reports for Care About Childcare
- Develop and maintain relationships with the Office of Childcare, State Child Care Licensing agency, Children's Service Society and Care About Childcare administration
- Provide outreach and coordination with collaborative agencies and various refugee support programs
- Submit information to market the programs activities for the CAC quarterly Training Newsletter
- Outreach for the purpose of maintaining program enrollment for families using the drop-in center and prospective trainees for the 'Caregiving Essentials' program
- Responds to all agency, parent and community inquiries and complaints in a timely manner, seeking guidance from CSS & CAC administration
- Follow the guidelines dictated by OCC
- Assume other duties and responsibilities as assigned by and agreed to with the CSS-CAC administration

#### **Center Director Duties:**

- Operate the program in conformity to state/county licensing and agency regulations
- Provide planning and implementation of the program, hours of operation, center schedules, meals &

snacks, etc.

- Conduct program tours and periodic open house/registration events to the public
- Coordinate with the Quality Improvement Coordinator to maintain coverage for the center
- Coordinate drop-in registration process, and maintain accurate and complete records
- Establish emergency procedures that meet or exceed all safety and licensing standards and ensure that these procedures are followed
- Maintain stimulating and orderly program spaces
- Provide a high quality, developmentally appropriate curriculum
- Develop a yearly supplies budget and maintain the budget assigned to the child care center, purchasing appropriate supplies when applicable, equipment, food and materials following CAC purchasing guidelines and procedures
- Maintain program attendance/ratios at appropriate levels

**Caregiving Essentials Mentoring Program Duties:**

- Recruitment and retention of program participants including accepting applications and participating in the choice of trainees as openings in the program become available
- Offer a New Trainee Orientation to help prospective participants understand the scope of the mentoring program, also to introduce the services offered by Children's Service Society and Care About Childcare
- Interview the trainee and help them set training goals
- Assess the needs of the trainee and make a tentative work/training schedule
- Oversee trainees attendance and keep accurate records for trainees payroll processing
- Coach and supervise the daily duties of the trainees while they are working with the children
- Plan and facilitate individual or small group trainings on the basics of caring for children for trainees
- Conduct performance reviews and goal reviews with the trainees
- Provide technical assistance on phone or in person to trainees including answering questions concerning the Licensing of Family Child Care Providers, Start-up Business issues, First Year Grants, Care about Childcare and Lending Library Information. Also, training class options including schedules and registration for Recruitment, Family Child Care, Quality Improvement and CDA classes
- Evaluate the mentoring program in areas including, but not limited to, proper implementation of curriculum and lesson planning, program quality control, and recruitment and retention of program participants

**Knowledge, Skills, and Abilities:**

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual
- Knowledge of Care About Childcare Policies & Procedures
- Knowledge of Utah Childcare Licensing requirements and meets at least minimum requirements for a center director
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and business contacts in a professional, courteous manner
- Ability to work in a team environment
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality

**Education and Experience:**

Requirements:

- Bachelor's degree in a directly related field or an equivalent combination of directly related experience, training, and/or education preferred. Must have a minimum of a Child Development Associates Credential plus four years of paid professional experience working directly with children.  
And
- Must have a minimum of four years training adults in best practice and child development, and have had direct responsibility for professional development of adults and demonstrated knowledge of adult learning and training.

**Other Requirements Include:**

Excellent English verbal and written communication skills, and the ability to evaluate and solve problems in a professional manner.

Behavioral Characteristics: Welcoming, Nurturing, Determined, Hopeful, and Genuine

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
<b>Seeing:</b> Must be able to read computer screen and various reports				<b>X</b>
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				<b>X</b>
<b>Standing/Walking</b>			<b>X</b>	
<b>Climbing/stooping/kneeling</b>			<b>X</b>	
<b>Lifting/pulling/pushing</b>		<b>X</b>		
<b>Fingering/grasping/feeling:</b> Must be able to write, type, and use phone system				<b>X</b>
<p><b>Note:</b> The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.</p>				

**Updated 07/2017**