



**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%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling			X	
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X
<p>Note: 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>				

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