

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

POSITION DESCRIPTION

TITLE:	Licensed Care Center Manager
DEPARTMENT:	Licensed Programs
REPORTS TO:	Director of Licensed Programs
STATUS:	Full-time Exempt
HOURS:	6:00 am to 6:30 pm variable
Compensation:	\$41,800 - \$52,250 dependent on experience

POSITION DESCRIPTION

Under the supervision of the Director of Licensed Programs, the Site Director is responsible for operating the site within all Washington State Codes that ensure all licensing requirements are met. The Site Director will be focused on providing the highest quality of care to all children enrolled and will operate the center within the approved budget. The Site Director is responsible for overseeing the daily programming to ensure priority outcomes. This includes accountability for participant recruitment/enrollment and program management, supervision and program staff, family involvement, school relationships and assuring that participants are provided with programming that promotes physical activity, pro-social engagement, academic development as well as healthy lifestyles. The Site Director will work with the Director of Licensed Program to develop annual training plans for their center. The Site Director is expected to share best practices and collaborate effectively with their peers across the organization and in the community. They have a role in organizational program operations, leading and supporting county-wide efforts to increase our effectiveness and engagement with young people in our region.

KEY RESPONSIBILITIES

- Adhere to all licensing requirements to ensure licensing is maintained; including meeting all deadlines associated with maintaining licensing.
- Responsible for meeting minimally set Quality Standards as measured by Early Achievers Program.
- Recruit and retain participants to ensure capacity goals are obtained.
- Oversee program development.
- Oversee child development.

- Oversee staff development and classroom management.
- Responsible for all family engagement initiatives, including center tours and any disciplinary discussions necessary.
- Entering meal count data into ProCare.
- Community engagement and involvement including development and retention of partnerships and attendance at community meetings.
- Assist in preparation and operate the center within annual budget.
- Obtain approval for purchase of program and center supplies.
- Run monthly safety drills and maintain accurate records.
- Enforce organization policies and procedures.
- Other duties as assigned.

OTHER RESPONSIBILITIES

- Ensure a healthy and safe environment
- Implement goals, objectives, policies procedures and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Other related duties as specified by the Site Supervisor or Director of Licensed Programs.

CORE PERFORMANCE CATEGORIES

- Meeting quality and licensing standards
- Ensuring center operates at capacity
- Program Excellence

ADDITIONAL RESPONSIBILITIES

- Exercise authority in problems relating to children and families.
- Handle other duties and responsibilities as deemed necessary or important as assigned by the Director of Licensed Programs, COO or CEO.

RELATIONSHIPS

Internal: Maintains close working relationships with all staff at Boys & Girls Clubs

External: Builds a welcoming and collaborative relationship with parents and community members

SKILLS/KNOWLEDGE REQUIRED

- Must have AA in ECE or related field as approved by DCYF
- Must be at least 21 years of age
- Must have a minimum of 2 year's experience as an Early learning teacher
- Must have 1 year or experience in an administrative or management role
- Experience working in a program that participates in Early Achievers
- Experience in program planning
- Clean driving record and the ability to drive a Club vehicle to transport youth
- Ability to remain poised, positive, and energetic in a busy work environment
- Ability to plan and manage multiple tasks and to develop solutions to problems
- Strong verbal and written communication skills
- 30-Hour STARS Certificate
- Tuberculosis Test (required before hire)
- CPR/First Aid Card and Blood Borne Pathogens/HIV Training (required before first day of work)

- Food Handlers Card (required before first day of work)
- Ability to successfully pass a background check according to the organization's policy.
- Ability to pass a federal drug test.

TRAINING and LOCATION

The State of Washington mandates that licensed childcare workers hold the following certificates

Immunization in Childcare, Mandated Reporter: Recognizing Child Abuse, Medication Management, Disaster & Emergency Preparedness and Families Experiencing Homelessness

These must be obtained prior to beginning your employment with Boys & Girls Clubs of Whatcom County, but will be reimbursed if you provide the certificate and receipt of payment that demonstrates that these were completed within the past 60 days.

Additional professional development is required to be completed within 90 days of hire; staff who do not complete this professional development will not continue with employment beyond their probationary period.

While it is the goal of Boys & Girls Clubs of Whatcom County to assign you a location for work, we reserve the right to assign you with 24 hours' notice a different location within our organization.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

DISCLAIMER

The job description in no way states or implies these are the only duties to be performed by the Lead Teacher. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Site Director and Director of Licensed Programs. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.