



## CHILDREN'S PROGRAM DIRECTOR

<b>Position:</b>	Children's Program Director
<b>Department:</b>	Children's Programs
<b>Reports to:</b>	School Aged Specialist
<b>Location:</b>	Various locations throughout the District
<b>Status:</b>	Part-Time 1 (20-29 hours per week)
<b>Hourly Wage:</b>	\$15.00-\$18.50 hourly

### Nature of Work

Under the direction of the Early Childhood Specialist or the School Aged Specialist, the Children's Program Director is responsible for planning, developing and administering the District Before and After School, and camp activities. Additionally, this position is responsible for maintaining a safe, effective, and enjoyable child care program.

### Essential Functions

- Promotes programs positively
- Schedule staff to work so that the required ratio is met, and certified drivers are available as needed.
- Update calendars and guidelines for appropriate program.
- Prepare monthly registration sheets and daily rosters, and update children's health and medical forms.
- Administer medications to participants as necessary.
- Screen new parents and children into the program.
- Effectively communicate with parents as needed.
- Assist with and schedule special events.
- Coordinate activities at the Lake House, in the pool, and in other facility rooms.
- Responsible for the planning and implementation of the program and the supervision of the staff.
- Responsible for all areas of providing a quality child care program.
- Act as a counselor when necessary.
- Drive for the programs as necessary.
- Find substitutes for counselors when needed.
- Arrange for monthly emergency drills for child care.
- Delegate authority in order to achieve defined goals.
- Possess a comprehensive and concise knowledge of Evergreen Park & Recreation District's (EPRD) policies and procedures.
- Act and serve as a liaison between parents and applicable members of assigned staff.
- Must possess a highly defined focus toward both internal and external guest service.
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- Oversight of daily operations of programs.
- Communicates positively with parents, participants, and staff.
- Other duties as assigned.

### Management & Supervisory Duties

- Schedule, attend, and assist in facilitations of meetings and trainings.
- Conduct one-on-one meetings with staff as necessary.
- Implement all licensing policies and procedures.





- Hire, train, develop, discipline, and dismiss (if necessary).
- Daily supervision of all assigned employees.
- Implement all EPRD policies and procedures in a timely manner.

### Illustrative Examples of Duties

- Prepare long range, viable plans for assigned area of functional responsibility and needs assessment for the functional areas of responsibility.
- Implement Risk Management plans, allowing for a safe environment for employees and participants.
- Evaluates programs to effectively meet community needs and to ensure maximum utilization of staff, resources, and equipment.
- Update and oversee calendars as related to various groups.
- Remain in contact with participants' parents in order to promote positive community relationships.
- Serve as counselor during the program - as needed.
- Substitute as counselor and/or driver in the event of employee absence as related to the functional areas of responsibility.
- Provide essential preparatory training to staff for state licensing regulations.

### Skills

- Fundamental management, administration, budgeting, purchasing, personnel, and financial skills necessary to effectively manage applicable programs.
- Excellent problem solving skills.
- Organization and leadership skills.
- Customer service skills.
- Excellent verbal and written communication skills.
- Must be willing to interact on a regular basis with the community and parents of program participants.
- Must possess conflict resolution skill as applied to issues regarding and relating to children and youth.
- Must be highly motivated, organized, and creative.

### Knowledge

- Knowledge of the needs and abilities of children and youth.
- Familiarity with Macintosh terminal and MS Office Suite
- Thorough knowledge of modern principles, methods, practices, and equipment relating to the functional areas of responsibility.
- Thorough knowledge of federal, state, and local laws, regulations, and standards relating to the functional areas of responsibility.
- Thorough knowledge of budgeting practices, methods, and procedures.
- Thorough knowledge of park amenities, including pool and lake house.
- Thorough knowledge of issues relating to and pertaining to children and youth.

### Abilities

- Ability to plan, direct, supervise, and evaluate programs, assess overall district effectiveness in exercising its mission.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze, and interpret data using computers and any applicable software.





- Ability to prepare clear, concise reports, studies, and statistics.
- Ability to establish and follow priorities.
- Ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate personnel.
- Ability to establish and maintain effective working relationships with other employees, civic organizations, community agencies, parents, and the general public.

### **Required Training, Experience & Qualifications**

- Must possess verifiable education or training in work with school-aged children in such areas as recreation, education, scouting, or 4-H; and must have completed at least one of the following qualifications:
  - A four (4) year bachelor's degree from an accredited university in the field of Recreation, Education with a specialty in Art, Elementary or Early Childhood education, or a subject in the Human Service field.
  - Two (2) years or college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
  - Three (3) years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
- Current CPR and AED Training
- Must complete six semester hours, nine quarter hours in course work from a regionally accredited college or university, or forty clock hours of training in course work applicable to school-aged children within the first nine months of employment
  - First Aid certification.
  - Universal Precaution certification.
  - Medical Administration certification.
  - Commercial Driver's License (COL) is preferred.
  - Complete state licensing requirements and annual training.
  - Medical records which verify employee is free from emotional, mental or physical illness and free from evidence of personal conduct detrimental to the health, safety or well-being of children and youth, self or the District.

\*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

### **The Evergreen Park & Recreation District is an equal opportunity employer.**

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

