

After School and Summer Enrichment Program Director

Position: Full time with benefits 35-40 hours a week

Location: Bayfield

Over view of job description:

The Program Director (PD) is responsible for the overall operation, implementation and supervision of the After School and Summer Enrichment Program (BASE). PD ensures compliance with local and federal laws regarding child care centers, enters and evaluates data, takes attendance of children and process payment via SmartCare billing system, manages and supervises staff members, coordinates trainings, creates calendars and work closely together with parents to support children ages 5-12 while attending BASE.

The PD also supports the Executive Director with grant writing, develops marketing plan for BASE, strengthen public relationships and creates advertising campaigns as necessary.

Required Personnel and Qualifications Program Director

Program director must be at least twenty-one (21) years of age.

The program director must have demonstrated to the hiring authority maturity of judgment, administrative ability and the skill to appropriately supervise and direct school-age children in an unstructured setting.

1. The program director must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting or 4-H; and the program director must have completed at least one of the following qualifications:
 - a. A four (4) year college degree with a major such as recreation, outdoor education, education with a specialty in art, elementary or early childhood education, or a subject in the human service field; or
 - b. Two years of college training and six (6) months (910 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children; or
 - c. Three years (5460 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience and one of the following qualifications:

1) Complete six semester hours, or nine quarter hours in course work from a regionally accredited college or university; or

2) 40 clock hours of training in course work applicable to school-age children and the department-approved courses in injury prevention, and playground safety for School-Aged Child Care Centers within the first nine months of employment.

2. Satisfactory experience includes experience in the care and supervision of four or more children from the ages of four (4)-eighteen (18) years old, unrelated to the individual, since attaining the age of eighteen (18).

3. The program director is responsible for planning and implementing the program and supervising the staff.