

GREAT FUTURES START **HERE.**



Position: School-Age Child Care Director

General Function: To oversee and manage BGCMW's licensed Before School and After School programs located in the Marlborough Schools and at the Main Club. The Director is responsible for oversight, development, and implementation of the before and after school programs and services. The Director will directly supervise four Site Coordinators and all Group Leaders.

Duties

- Provide overall management, vision, planning, and direction for the program. They develop and maintain positive and effective relationships with school district personnel, educators, and community partners.
- Ensure a developmentally appropriate program fostering a progression of skills and social development in all children.
- Meet EEC regulations and comply with all licensing requirements
- Ensure implementation of policies, procedures, parent meetings, staff development and a learning-based, child-centered curriculum.
- Develop a weekly schedule for presence in designated programs to observe program, interactions, audit paperwork, address issues, and support program staff.
- Ensure the safety and protection of every child through structured activity, protocol, and diligent hiring practices.
- Participate in EEC mandated trainings.
- Coordinate parent conferences, communications, and monthly meetings.
- Maintain records essential for control, evaluation and reports to supervisor, committees, Board of Directors and licensing agencies.

Strategic Opportunities

- Comprehensive understanding of EEC regulations and guidelines.
- Learn the overall principles of youth development and how each individual program contributes to the overall Club operations.
- Learn the basics of financial and budget management
- Contribute to the recruitment and outreach for the overall program
- Program planning, development, implementation and evaluation
- Developing and maintaining collaborative partnerships and public relations

Qualifications

- Must have 3-5 years of experience in management and administration of licensed school age programs.
- Meet EEC guidelines for the Program Administrator position.
- Possess strong leadership, supervisory and customer service skills.
- Have the ability to work both as a team and independently
- Must be reliable, resourceful and a self-starter
- Good organization skills and ability to multi-task