



of New Hampshire

Job Description

POSITION: Center Director
SUPERVISOR: Chief Operating Officer
JOB TYPE: Full-time, Exempt
SALARY: \$40,000- 45,000 per year

Job Summary: The Center Director is responsible for the daily overall operation, supervision, and expansion of all programming at the center. Responsibilities include but are not limited to the following:

General

- Overall supervision and responsibility of all Center programs
- Develop, plan and implement program in accordance with philosophy and mission of Girls Inc. of New Hampshire
- Promote visibility within the community to expand services and recruit participants
- Provide information about programming via incoming phone calls, through community contacts, collaborations etc.
- Inform parents and other community members of center goals, programs and services
- Ensure that the facility is properly maintained, safe and the appearance of the building is welcoming to parents, program participants, staff, volunteers, and members of the community
- Ensure that Girls Inc. programs are implemented in compliance with grant requirements
- Evaluate and assess effectiveness of programs

Safety

- Adhere to New Hampshire Child Care Licensing Rules and USDA regulations and make certain that the facility, staffing, and participant files meet or exceed licensing and USDA requirements
- Ensure that all safety procedures are followed: monthly fire drills, maintain first-aid kits
- Document and communicate with parents any accidents or incidents that have occurred with youth during programming

Staff Development and Supervision

- Assist with recruitment, hiring, and orientation of staff at the center.
- Staff supervision including program coordinators, program staff, contract staff, volunteer staff, etc.
- Support Group Leaders to deliver after-school programming, including Youth Development practices, Social Emotional Learning practices, Positive Behavior Intervention and Support strategies, literacy strategies and behavior management in a gender specific setting using a trauma-informed approach.
- Complete staff evaluations on a timely and consistent basis
- Attend and participate in staff meetings, conferences and training

Administrative Duties

- Communicate with parents and participants, individually or collectively, on a regular basis

- USDA attendance and compliance
- Perform parent intake process and process parent applications
- Coordinate Volunteer/Service Learning and maintain accurate records
- Prepare all assigned program reports and other requested documents
- Coordinate center purchasing including program supplies, janitorial supplies, gas etc.
- Oversee and direct janitorial and maintenance activities of the center.
- Support agency special events and fundraising efforts

Requirements

- Associates/bachelor's degree in education or relevant major
- Group Child Care Director qualified
- Experience with administration and implementation of youth programming
- Experience working with school youth ages 5 to 18 representing diverse cultures, ethnicities, and abilities
- Experience with staff supervision
- Valid driver's license and reliable vehicle
- Clean driving record and criminal background check