



BOYS & GIRLS CLUBS
A L A S K A
Child Development Center

JOB DESCRIPTION

JOB TITLE: Child Development Center Administrator
DEPARTMENT: Child Development Center
SUPERVISOR: Chief Executive Officer
STATUS: Full Time **CLASSIFICATION:** Exempt

SUMMARY: To provide a quality program of child development within the qualifications of the Municipality of Anchorage license requirements for all children ages 6 weeks to 12 years. Assure all MOA licensing regulations and Boys & Girl Clubs policies and standards are met and/or exceeded.

ESSENTIAL JOB RESPONSIBILITIES:

Duties and responsibilities include, but are not limited to the following:

Leadership and Supervision

- Open and close LCC facility as needed
- Uphold and enforce MOA licensing codes and regulations
- Ensure recruitment, screening, selection and hiring of staff are in accordance with BGC personnel policies and procedures and MOA regulations.
- Supervise all LCC staff and Managers. Assist in all licensed child care programs as needed to comply with MOA regulations and Boys & Girls Clubs standards
- Provide immediate job orientation and timely training to all management in accordance with Boys & Girls Clubs staff development guidelines, policies and procedures as well as MOA licensing requirements
- Provide constructive, meaningful feedback to staff and management; conduct performance evaluations that are objective, consistent and include career growth plans.
- Provide meaningful recognition for staff, managers and volunteers for accomplishments
- Policies and procedures are followed for staff disciplinary, grievance and/or dismissal actions.
- Provide managers, staff and volunteers with clear, accurate and timely information on policies and procedures, including MOA licensing code, Berry Patch or SACC Handbook, and Developmentally Appropriate Practice
- Ensure professional ethics and rules of conduct are followed
- Demonstrate commitment to career development by assessing and updating personal career development at regular intervals; attending all required trainings; and personal support of employees' career and education growth/activities
- Provide guidance to staff, members and parents

Program Planning and Management

- Plan, organize, implement, and evaluate all programs and activities of CDC on an annual basis in accordance with current program goals and objectives
- Ensure facility, classrooms, and kitchen cleanliness and safety, utilizing proper cleaning and maintenance tools / personnel
- Supervise children according to licensing standards, fill in for classroom ratios as needed
- Review, initial, and forward copies of written incident reports to appropriate families, files, and staff
- Maintain medication authorizations and dispense medications
- Ensure CDC staff records are maintained per MOA licensing requirements
- Administer first aid as stipulated in child care licensing and certification standards
- Maintain program areas, equipment and supplies
- Assure that high needs children are identified and reported for profiling or mandatory child abuse reporting, as appropriate.

- Identify and implement improvements as needed to ensure safe facilities and effective, up-to-date crisis, emergency, and disaster plans.
- Work with risk management committee to promptly report, investigate, follow up accident/incident reports and insurance claims.

Financial/Resource Management

- Submit check requests and purchase orders related to CDC program needs, supplies and equipment
- Maintain (financial/payroll/supply) records and submit accurate reports CFO and finance Department
- Submit billing requests to Child Care Grant and CACFP as well as ensure all Child Care Assistance Billing is accurate
- Monitor all grants and grant objectives; evaluate and accurately report monthly and quarterly information
- Recommend and develop initial program budget and monitor approved budgets on an on-going basis
- Monitor and ensure accurate statistics are maintained on all pertinent program related records

Community and Family Relationships

- Use positive behavior support with children consistently, this may include assisting frontline staff and Program Managers with children who have behavioral concerns
- Maintain positive relations with supervisor, co-workers and parents; provide guidance as needed
- Maintain positive relationships with all children, parents, families
- Maintain positive relationships with all existing community resources and continue to build and maintain new ones
- Network with local schools, PTA's and children's organizations to publicize and inform the local community of programs offered
- Develop and maintain positive communication channels with all divisions of the Boys and Girls Club

Transportation Program

- Supervise the safe operation of passenger vans and /or buses to transport members, inking adherence to state transportation and federal commercial motor safety regulations, participation in company drug and alcohol screening program, driver training and qualifications, and daily and weekly vehicle safety inspections and mileage readings
- Plan and coordinate transportation routes to maximum capacity and efficiency
- Direct the care and maintenance of Club vehicles utilized by CDC with the program staff

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, and/or ability required (Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

- Bachelor's degree (B.A.) from four year college or university, two years related experience and/or training, or equivalent combination of education and training
- Must be at least 21 years of age
- Must meet all staff qualifications for Center Administrator per MOA licensing regulations
- 12 college credits in early child development, child psychology or equivalent
- Three years progressive experience in a supervisory capacity in a related field of work
- Experience in personnel supervision and ability to train, inspire and motivate staff
- Minimum of 6months Boys & Girls Clubs experience preferred
- Strong oral and written communication skills
- Demonstrated problem analysis and resolution at both a strategic and functional level
- Current First Aid and CPR certification
- Basic understanding of child development, generally acquired through a minimum of one-year experience tutoring, mentoring, or supervising children.
- Ability to relate to young children and to maintain good relations with peers and parents
- Working knowledge of budget preparation, control, and management
- Intermediate computer skills to include Internet and email applications, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to deal effectively with children and families, including discipline problems and at risk youth
- Valid Alaska driver's license, minimum 3 years driving experience and proof of insurance
- Pass background and fingerprint clearance

Physical Requirements

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Sitting	Frequent. Surfaces include chairs, benches, grass, ground, ice/snow, metal, wood, concrete.
Talking/projecting voice	Very frequent. Speaks in normal conversational tones in person and on telephone. Also has ability to project voice in noisy and/or large areas.
Hearing	Hears normal conversations.
Vision	Read written lists, notices, instructions. Able to visually supervise groups of children.
Walking	Very frequent. Walking surfaces include asphalt, grass, ice/snow, concrete, wood, carpet, tile, hiking trails.
Lifting	Frequent. 10-50 Lbs. Lifting and carrying children.
Stooping	Frequent.
Climbing	Frequent. In and out of Club vehicles, up and down stairs.
Running	During special events with children, playing or refereeing games.

PROFESSIONAL DEVELOPMENT PLAN (recommended training and professional certifications):

Customer Service	Career Development Plan	Supervision & Leadership
Training & Developing Staff & Volunteers	Program Management	Driver Training
Substance Abuse Awareness/ Supervisors	Fundraising	Effective Grantsmanship
Family and Community Partnerships	Mandatory Child Development Trainings	

If you meet these qualifications, please apply at <https://recruiting.paylocity.com/recruiting/jobs/Details/73367/Boys-Girls-Clubs-of-Southcentral-Alaska/CDC-Administrator>. Resumes will not be accepted in lieu of an online application.

This is a full-time salary-exempt position, 40hrs/wk, \$45K -\$65K annually DOE/Q with competitive benefits.

Position is open until filled by a qualified candidate.