

KIDS CLUB SITE DIRECTOR

Job Summary:

Under general supervision of the Recreation Program Supervisor (Day Camps), provides site supervision for educational and recreational instruction programs for school age children, ages five to fourteen years, at a City recreational facility.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates the state licensed program for school age children offered at a City recreational facility.
2. Provides a safe and positive learning environment for school age children by ensuring conformance with State regulations and by conducting routine inspections of the site.
3. Develops strategies and prepares promotional materials to attract enrollees in the program for the assigned facility.
4. Assesses program needs, including requisitioning supplies, educational and recreational materials, and equipment in accordance with established guidelines.
5. Drafts correspondence and prepares reports on program activities.
6. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
7. Ensures programs provide age-appropriate activities in accordance with current state regulations and teaching techniques.
8. Assists in program budget preparation and monitors program expenditures.
9. Recruits seasonal, part-time, and volunteer staff; supervises, trains, and evaluates assigned staff.
10. Works with the assigned event coordinators responsible for related special events.
11. Provides information to and consults with the public and staff.
12. Encourages parent participation in meeting goals and objectives through the use of motivational techniques and practices.
13. Attends meetings and training sessions as assigned.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associate's degree in a related field with a minimum of 18 semester units in child development or a related field including three semester units in administration or staff relations and two (2) years full-time, paid teaching experience in a licensed day care center or comparable group child care program. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles of supervision and education.
- Methods and techniques of childhood development.
- Laws pertaining to early childhood care center licensing and requirements.

- Requirements of maintaining a safe, clean, and orderly day care facility.
- First Aid and CPR for children.
- Training and supervision principles.
- Programs' goals and objectives.
- Program organization and development techniques.
- City organization, operations, policies, and objectives.
- General recordkeeping practices.
- Basic purchasing practices.
- Applicable laws, codes, regulations, policies, and procedures.
- Community resources, needs and limitations.
- Program operations, policies, rules, and regulations.
- Interpersonal skills using tact, patience, and courtesy.

Skill and/or Ability to:

- Develop, plan, organize, and instruct classes for school age children.
- Direct the activities and operation of the assigned child care center.
- Know and apply first aid, CPR, and safety techniques and practices.
- Establish and maintain effective working relationships with others.
- Recruit, supervise, train, and evaluate personnel.
- Develop promotional strategies, techniques, and materials used in attracting clients.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Motivate children and parents in meeting program goals and objectives.
- Identify and analyze problems and take effective corrective action.
- Maintain accurate records and prepare clear and concise reports.

License and Certificates:

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

The following valid certificates are required at the time of application:

- Red Cross Standard Certificate in Child Care First Aid and child CPR.
- Children's Center Supervisory permit issued by the California Commission for Teacher Preparation and Licensing with the appropriate age level endorsement.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work around loud noise.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to work evenings or weekends.