

YWCA Southeastern Massachusetts JOB DESCRIPTION AND SPECIFICS

POSITION: Program Director- YWKids School Age Program

STATEMENT OF DUTIES: Directs the planning and operation of a state licensed center- based program.

SUPERVISION: Reports to Director of Programs and Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Manages a center-based program in compliance with state licensing standards, funder requirements, and agency policies and procedures.
- Takes responsibility for upkeep of equipment, supplies and materials.
- Hires, trains, schedules and supervises staff.
- Coordinates, guides, oversees and assists Group Leaders with planning both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Coordinates all aspects of program transportation with the bus company and schools.
- Knowledge and understanding of Department of Early Education and Care (EEC) regulations.
- Guide program in advancing on the Quality Rating Improvement System (QRIS).
- Guide program in its application for appropriate School Age Accreditation.
- Maintains complete, accurate, and current children's, personnel, and other program records.
- Works directly with children, when needed.
- Meets with parents for intake, reassessment, behavioral issues and billing concerns: maintains good working relationship with parents.
- Collects parent fees and issue termination notices for non-payment.
- Attends required and other necessary workshops and conferences.
- Stays current on developments in the field of school age child care.
- Plans and facilitates monthly staff meetings.
- Responsible for all required documentation for EEC Supportive Child Care.
- Files abuse and neglect reports (51A's) with DCF as mandated reporter.
- Knowledgeable of local services and resources available to families in need.
- Works as a team with the Executive Director, Director of Programs and Services and other staff to assure that the center functions smoothly and meets all applicable licensing regulations.
- Assists Executive Director and Director of Programs and Services with grant research, grant writing and grant reporting.

- Attends required meetings, presentations, speaking engagements, workshops, trainings, etc and continuously promotes the visibility of the program and represents the YWCA in appropriate local, state and regional organizations.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

QUALIFICATIONS:

- Bachelor's Degree in early childhood education, elementary education, adolescent development, psychology, or a related field required.
- Experience working in EEC licensed school age program in an administrative position.
- Must be able to meet EEC Director qualifications.
- Excellent written and oral communication skills. Creative problem solving skills needed.
- Fluency in another language a plus
- Planning and management ability to handle a wide variety of projects simultaneously.
- Satisfactory response to a CORI, SORI, DCF Background Check and Fingerprinting.

POSITION STATUS: FULL TIME;

Salary commensurate with experience and education

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please send cover letter and resume to Catherine Bourassa, Director of Programs and Services, at cbourassa@ywcasema.org