CHILDCARE DIRECTOR

LOCATION: Monroe Boys & Girls Club
PAY: DOE
BENEFITS: Medical, Dental, Group Life, and Disability Insurance, 8 Paid Holidays, Vacation/Sick Leave, Company paid Retirement Plan.
HOURS: Full time

GENERAL DESCRIPTION:
Under the direction of the Unit and Program Director, the Childcare Director plans, organizes, supervises and coordinates licensed programs and activities that will enhance the personal growth and development of club members. Works to maintain a safe, fun and quality environment that meets licensing requirements.

JOB FUNCTIONS:
1. Ensure all child care licensing requirements including programs and staff are maintained and up to date.
2. Is personally involved in planning and implementing the Boys & Girls Clubs five core areas on a daily basis.
3. Works with the Program Director to establish a program setting that insures the health and safety of all members.
4. Contributes to the creation of the overall club climate for youth development.
5. Helps plan programs and activities consistent with the organization's youth development mission.
6. Provides behavioral guidance services to club members.
7. Manages necessary administrative functions and assigned resources, including program budgets.
8. Promotes and markets programs to club members and the community to increase membership and daily attendance.
9. Manages Childcare Program at the club. Works positively with DSHS and licensor in regards to following licensing guidelines and paperwork.
10. Supervision of part time employees.

QUALIFICATIONS: College degree required. Equivalent experience as a licensed childcare leader may substitute degree requirements. Age 23 + with quality driving record and ability to drive a 15 passenger van.

APPLICATION PROCEDURE: Email resume/cover letter to:

Boys & Girls Clubs of Snohomish County
Email: jrasmussen@bgcsc.org

Equal Opportunity Employer