



## POSITION DESCRIPTION

<b><u>Job Title:</u></b>	Site Director, Campagna Kids
<b><u>Job Status:</u></b>	12-Month, Full-time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Exempt
<b><u>Reports To:</u></b>	Senior Director, Out-of-School Programs

### Position Summary

The Site Director is responsible for the supervision and management of the center in accordance with the goals and regulations developed by The Campagna Center (TCC), the VA Dept. of Social Services, and the National After School Association (NAA). Principal duties include: implementing daily activities, evaluating the effectiveness of activities, supervising staff and volunteers, ensuring the safety and well-being of all children, communicating with parents on a regular basis, and contributing to the effective operation of the overall Campagna Kids (CK) Program.

### Primary Responsibilities

- Plans, conducts, and supervises an effective program to meet the physical, emotional, intellectual, and ethnic needs of each child
- Coordinates with CK Curriculum and Enrichment Coordinator, School Principals, School Staff, Parents, other CK Site Directors, and TCC staff
- Ensures that routines are maintained to provide for the health and safety of each child
- Develops a curriculum that takes into account individual differences and provides for developmentally appropriate activities (e.g., implementing consistent, well-planned, and scheduled activities)
- Operates the program in compliance with all licensing and NAA standards
- Provides supervision, training, and evaluations for all staff assigned to the center
- Creates a pleasant atmosphere in which children will feel comfortable and secure
- Ensures that parents receive all information concerning their children's experiences
- Maintains all required records for the site (e.g., attendance and subsidy reports, child files, accident/injury reports)
- Works as a team to ensure the high-level of quality of care provided to all children
- Attends scheduled PTA meetings at the school
- Ensures staff and management coverage of the morning session of the program
- Plans three community events annually and parent involvement activities
- Attends all scheduled and mandatory meetings and training events as well as special events and activities hosted by CK or sponsored by TCC
- Maintains a positive attitude toward work, co-workers, parents, and children, and maintains a professional demeanor at all times
- Must be physically able to participate in all activities planned for children, which will include, but not be limited to, running, walking, preparing snacks, etc.
- Must be willing to commute between CK sites to provide coverage as requested
- Must be willing to make reasonable accommodations to meet children's individual needs, including, but not limited to: changing diapers, assisting with toileting, cleaning up bodily fluids, etc.

- Successfully obtains all necessary certifications including, but not limited to, CPR and First Aid, and Virginia Food Managers Certification
- Performs functions outside the usual scope of his/her employment as requested

### **Required Qualifications**

- All Site Directors will meet one of the following qualifications (as stated in Virginia Department of Child-care Licensing Standards) *although Bachelors and Graduate degrees are preferred:*
  1. Six (6) months of experience in a school-age setting, Graduate Degree in Related field such as nursing, elementary education, recreation, etc., with at least six (6) credit hours in child and youth development (3) and other areas related to SAC programming (3)
  2. One (1) year of experience in a school-age setting, Bachelor's Degree in a child-related field such as nursing, elementary education, recreation, etc. with at least six (6) credit hours in child and youth development (3) and other areas related to SAC programming (3)
  3. One (1) year of programmatic experience and forty-eight (48) semester hours or 72 quarter hours of college credit from a college or university of which 12 semester hours or 18 quarter hours are in child-related subjects
  4. Two (2) years of experience in a school-age setting with one (1) year in a staff supervisory capacity and one of the following: AA Degree or CDA
- Emotional maturity and flexibility
- Excellent verbal and written communication skills
- Good mediation skills
- Must be accessible during program hours
- Ability to successfully pass and maintain criminal background history checks and Child Protective Services Registry
- Ability to complete various annual trainings required in a satisfactory manner
- Ability to effectively communicate with all levels of staff and people of various cultures and background
- Strong attention to detail and accuracy
- Well-organized, thorough, and highly reliable/dependable
- Ability to remain calm and maintain a high-level of professionalism and personal and work ethics/integrity at all times.

EOE.