



## POSITION DESCRIPTION

<b><u>Job Title:</u></b>	Assistant Site Director, Campagna Kids (CK) Program
<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>	Site Director

### Position Summary

The Assistant Site Director at each Campagna Kids (CK) site is responsible for assisting the Site Director with the supervision and management of the program and assuming full responsibility for the management and administration of the site in the absence of the Site Director.

### Primary Responsibilities

- Serves as a member of the Site Team, working to ensure that programs and activities meet the State of Virginia licensing requirements and the accreditation standards of the National AfterSchool Association
- Assumes all responsibilities of the Site Director in the absence of the Site Director, including, but not limited to, site management, conduct of activities, supervision of staff, and communication with appropriate school personnel
- Manages the morning Campagna Kids program upon request of the Site Director
- Prepares and implements the daily schedule and enrichment activities of the CK Program
- Tracks attendance and snack count data on a daily basis
- Assists with the planning of community events and parent involvement activities
- Prepares Incident/Accident Reports as necessary and submits to the Site Director for a timely action per existing policies and procedures
- Creates monthly parent newsletter and submits to the Site Director for review and approval
- Maintains the Parent Bulletin Board and updates all posted program information
- Attends all scheduled and mandatory meetings and training events as well as special events and activities hosted by Campagna Kids or sponsored by The Campagna Center
- Attends scheduled PTA meetings at the school in the absence of the Site Director
- Maintains a positive attitude toward work, co-workers, parents, and children and maintains a professional demeanor at all times
- Maintains all necessary certifications, including, but not limited to, CPR, First Aid, and Virginia Food Managers Certification
- Makes "reasonable accommodations" to meet children's individual needs, which includes, but is not limited to, changing diapers, assisting with toileting, and cleaning up bodily fluids
- Commutes between Campagna Kids sites to provide coverage as requested
- Performs additional duties and responsibilities as requested by the Supervisor.

### Required Qualifications

- Must meet one of the following qualifications (as stated in Virginia Department of Child-care Licensing Standards)
- Six (6) months of experience in a school-age setting, a Graduate Degree in a related field such as Nursing, Elementary Education, Recreation, etc., with at least six (6) credit hours in Child and Youth Development and other areas related to SAC programming.

- One (1) year of experience in a school-age setting, a 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 and other areas related to SAC programming.
- One (1) year of programmatic experience, 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.
- 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.
- Good verbal and written communication skills with the ability to communicate effectively with people of all socioeconomic and cultural backgrounds.
- Good mediation skills.
- High level of personal and professional integrity.

**Preferred Qualifications**

- Bachelor's and/or Graduate Degree.

This job description does not constitute a contract. The Center reserves the right to add to or change the duties of this position.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above job description of my position and have received a copy of it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

