



**Boys and Girls Clubs of Metro South
Job Description**

TITLE: Childcare Director
JOB FAMILY: Childcare
FLSA STATUS: Exempt
REVISED: January 2025

POSITION SUMMARY:

The Childcare Director is responsible for the supervision of licensed school age staff and all licensed school age operations. The Childcare Director will design and implement a safe, high quality program for school age children. The Childcare Director will work with the Vice President of Childcare & Impact in establishing a school age program and in administrative and contract performance, collaboration, program development and to ensure all aspects of the licensed school age operations are sufficiently staffed and effectively run.

The Childcare Director shall ensure that licensing standards and requirements set forth by the EEC and the State of Massachusetts are met. This includes assuring that both the site and the staff are in compliance with all regulations. The Childcare Director will also be tasked with program growth, new site extension site development, and partnership engagement.

ESSENTIAL FUNCTIONS:

Program Development and Administration

- Establish and maintain licensed school age program goals and settings that insure the health, safety and development of members. Ensure that staff understand and effectively communicate standards of program; that they ensure classroom areas are safe, well ventilated and well lit; and that classroom equipment is maintained in good working condition.
- Look for opportunities to grow childcare program in new off-site locations (i.e. housing complexes, schools, etc.)
- Prepare and maintain accurate files on each enrolled child. This includes initial intake forms, medical forms, daily attendance, proper documentation and other record keeping as required by EEC.
- Prepare, process and maintain EEC and DOE billing for the school age program.
- Develop, manage and control budgets related to the licensed school age program. Ensure program operates within budget and that program fees are collected. Support and budget for healthy eating through coaching, mentoring and monitoring menu quality.
- Maintain regular contact with parents/guardians concerning programs, schedules, developmental progress (including behavioral issues), payments, etc.
- Develop and maintain relationships with state child care licensing agency, DCF, school administration, parent groups and other organizations and agencies related to assigned programs. Respond to all agency, parent and community inquires and complaints in a timely manner.

- Ensure compliance with all EEC Regulations, Policies and Procedures. Ensure that staff and program are meeting QRIS and PQ Registry requirements.
- Follow Club policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Execute a 9 week summer camp program requiring new member recruitment

Supervision

- The director shall hire, supervise and evaluate staff, schedule and chair regular staff meetings, and work toward maintaining high staff morale at all times.
- Allocate and monitor work assigned to staff, provide ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- High priority must be given to scheduling of staff so that staffing requirements are met at all times.

Marketing and Public Relations

- Coordinate and assist in the marketing and distribution of program information.
- Work with the Advancement office to market program, identify funding opportunities and understand and meet grant obligations.

Additional Responsibilities

- May implement and manage special programs and/or events, and/or participate in the implementation of other unit activities as necessary.
- Assume other tasks, assignments and responsibilities as needed or directed.

QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited college or university.
- A minimum of 3 years' work experience effectively managing or delivering educational programs to school-age children.
- A minimum of one-year administrative experience or evidence of satisfactory completion of at least nine credits in management or administration from an accredited college or university.
- Must present evidence of a recent physical (within last 12 months) and immunization history (2 doses of MMR and Negative TB).
- Comprehensive knowledge of program planning, organizational design, budgeting, and administrative operations.
- Demonstrated experience managing a high-performing team of direct service staff.
- Superior organizational skills, attention to detail, and project management experience, including the ability to work efficiently and effectively to meet deadlines in a cross-functional, team-based environment.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.

- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver’s license and will require frequent local travel.

BOYS & GIRLS CLUB CORE COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs’ work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs’ work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ Date: _____