

GREAT FUTURES START **HERE.**



TITLE: Licensed After School Childcare Program Director

REPORTS TO: Director of Operations

STATUS: Exempt

Want to help prepare youth for a brighter future? Consider a career working with children at the Waltham Boys & Girls Club! Help them develop healthy lifestyles, leadership skills, and provide mentorship through sports and fitness programming. Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

PRIMARY FUNCTIONS:

Responsible for overseeing the design and deliver of a broad range of programs within the Licensed After School Program, such as character and leadership development, education and career development, health & life skills, the arts, sports, fitness & recreation. Plan, develop, oversee implementation and supervise programs, staff and volunteers. Also responsible for management of Summer Camp.

ESSENTIAL JOB DUTIES:

- Interviewing, hiring, training and supervising all staff and volunteers in designated program
- Maintaining records and license requirements per the Department of Early Education and Care (EEC)
- Communicating with parents on all matters regarding the program
- Planning and developing new activities for the program
- Supervising the safety and well-being of all children in the program
- Monitoring and assisting with the development of the program's budget; and purchasing
- Collaborating with other internal departments and outside agencies
- Additional responsibilities as assigned by supervisor

ADDITIONAL RESPONSIBILITIES:

- May oversee special programs and/or events at the Waltham Boys & Girls Club
- Required to drive Club van
- Management of licensed summer camp program

QUALIFICATIONS:

- Minimum of three (3) years of child care program oversight
- Bachelor's Degree from an accredited college in one of the following disciplines; Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, Social Work, Sociology or Child Care.
- Must also have six (6) months administrative experience or 9 credits in management or administration from an accredited institution of higher education. Supplemental courses, training and or education in a related field are highly desirable.
- Valid Massachusetts Drivers Licenses
- Valid Massachusetts 7D license (Obtained within 3 months of hire)

HOURS:

This is a full-time (40 hrs/week) position, with the hours of M-F, 10:00 a.m. – 6:00 p.m. Hours may vary during school vacation periods and/or summer vacation or as needed

SALARY/BENEFITS

- Salary range for this position is 48,000 - \$53,000 to commensurate with experience
- Waltham Boys & Girls Club offers a comprehensive benefits package which includes medical insurance, short term disability insurance, life insurance, pension, free childcare for school aged children, and paid time off.

ADDITIONAL INFORMATION:

- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.
- Please send resume, application, and letter of interest to: Nick Cacciolfi, Director of Operations at 20 Exchange Street, Waltham, MA 02451 or ncacciolfi@walthambgc.org
- Waltham Boys & Girls Club is an Equal Employment Opportunity Employer.

DISCLAIMER:

The information presented indicated the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualification and objectives required of employees assigned to this job.

To apply send a cover letter and resume to Erica Young at eyoung@walthambgc.org.