

Bethel Neighborhood Youth Drop-In Center Director Job Description for Summer 2023

Position Description

The Bethel Neighborhood Youth Drop-In Center Director is responsible for the design and implementation of the 2023 Summer Day Camp program, held during six weeks of the school summer vacation, generally beginning the first week of July and ending the second week of August, serving children entering first through fifth grade. During the six weeks of the program the Director is onsite and working directly with the children 70-75% of the time. The Director is tasked with working within the mission statement of the Youth Drop-In Center to provide a safe, enriching, and nurturing environment for all children, volunteers, and staff.

Prior to the start of the six-week program, the Director will collaborate with the Board to plan and design the program, recruit staff, and recruit program participants.

The Director will work with the Bethel Neighborhood Youth Drop-In Center Board of Directors and leadership of Bethel Lutheran Church to set long-term goals for the Center and practice good stewardship of the Center's assets.

Qualifications

The Director must understand the needs and behaviors of elementary school age children, be able to make appropriate decisions regarding the health and safety of children and teach and encourage good problem-solving skills within the Center's children.

Additionally, the Director will demonstrate:

- Previous experience working with kindergarten through 5th grade children
- Good written and verbal communication skills
- Ability to observe and evaluate adults and children
- Qualities of enthusiasm, a sense of humor, patience, and self-control
- A record of successful leadership experience
- Ability to organize and supervise activities and to encourage other staff members and volunteers assisting with these activities
- Ability to work with a diverse population of children, staff, parents/guardians, visitors, and volunteers
- Be able to work inside or outside the Center

Certifications and Licensing Required

- Pass a criminal background check
- Current driver's license with 3-year good driving record
- Current and continuing Food Handler's Certificate
- Current and continuing First Aid and CPR certifications

Job Duties

Designing and Maintaining a Quality Care Program

- Advertise and recruit children and their families among the identified school populations for participation in the program.
- Keep children safe, occupied and engaged in meaningful activities
- Work with staff to make sure the activities are appropriate; ensuring there is a balance of activity choices for children at all time
- Maintain program within budget guidelines
- Maintain good relationships between the Center and its numerous supporting partners
- Work with community partners including the Oregon Food Bank, maintaining our certification
- Develop and maintain a problem-solving curriculum that involves the children learning to find their own solutions to problems
- Communicate regularly with all families regarding Center activities and issues; work with all families to make sure, to the best of one's ability, that children are receiving appropriate care

Recruiting, Hiring, Training and Supervising Staff and Volunteers

- Recruiting, hiring, and training of staff
Advertising as appropriate to recruit staff
Schedule interviews and make hiring decisions
Ensure hired staff have all required employment documentation
Order background checks for all employees and volunteers
- Schedule and perform staff and volunteer training, including but not limited to the Center's policies and procedures, issues specific to the developmental age of children served
- Supervise staff
- Create and maintain, in consultation with the Board, Human Resources policies as well as policies for volunteers and other participants
- Schedule and hold regular staff meetings
- Provide staff evaluations at program end or as may be indicated by individual performance issues

Oversight of Food Program

- Provide for nutritious, healthy snacks and meals
- Follow all rules and regulations governing food safety and ensure staff is doing the same
- Work with the Oregon Food Bank to maintain certification and satisfy all reporting provisions

Center Administration

- Maintain all Center records
- Maintain all enrollment lists and waiting lists
- Maintain fee records, collect fees; work with the Treasurer to make sure all funds are deposited appropriately
- Maintain appropriate demographic information for the population served; maintain relevant program statistics

- Devise and collect program evaluation surveys from parents/guardians
- Maintain, and revise as necessary, Center policies and procedures
- Attend Center Board meetings and provide a monthly written report
- Provide weekly email reports May-August
- Arrange for purchase of needed supplies
- Keep Center premises and equipment in good working order

Other duties as may be assigned by the Board

Supervision

The Director is supervised by the Bethel Neighborhood Youth Drop-In Center Board of Directors. A job evaluation will be conducted by a panel of individuals selected by the Board. Results of the evaluation will be shared with the Board.