



Position: Site Director-Licensed School Age Before and After School Program

Pay Scale: \$15.00 per hour

Required Hours: Full time

Start Date: August 8th, 2019

We are looking for an energetic and passionate person to run our Kids Club 360 program with ages 5-12. We provide amazing opportunities and programs for our members. We need someone who is as excited as we are to make a positive impact in their lives!

Requirements:

- Be Director Qualified by Colorado State Standards. There are three ways to be qualified:
 - A four-year degree with a major such as recreation, outdoor education, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
 - Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or equivalent part time, paid or volunteer, experience, since attaining the age of 18 in the care and supervision of four or more children.
 - Three years (5460 hours) of satisfactory and verifiable full-time or equivalent part time, paid or volunteer, experience and one of the following qualifications:
 - Complete six semester hours, or nine quarter hours in course work from a regionally accredited college or university.
 - 40 clock hours of training course work applicable to school-age children and the department approved course in injury prevention, and playground safety for School-Aged-Children Care Centers within the first nine months of employment.
- Recruit and reach average daily attendance goals.
- Manage and fulfill requirements on grants and report on them.
- Have knowledge of and manage the requirements of Colorado licensing standards
- Manage staff and ensure that appropriate interactions are taking place between children and staff. Also conducting weekly staff meetings to keep staff up to date on organizational information and complete quarterly staff evaluations.
- Documentation/reporting of attendance to the Accounts Receivable (AR) Specialist and Director of Operations.
- Collect and keep accurate records of payments/charges and communicate with both parents and the AR Specialist.
- Making sure that programs and activities are being run and documented on weekly bases and a monthly site reported is completed and turned in to the Director of Operations.
- Attend training sessions and staff development workshops that are required to maintain Colorado State Licensing requirements.
- Submit to fingerprinting and a criminal background check; complete training provided by our organization in CPR, First Aid, Medications Administration, and Universal Precautions.
- All employees upon job acceptance must submit to a criminal background check; and ongoing background checks throughout employment. Must be able to pass a drug test (including marijuana).
- Perform all other job-related duties as assigned.

Email resumes to Sbethel@bgcpr.org

EOE