



**Job Title**  
*Alameda Island Kids (AIK) Program Director*

**girls  
inc.**  
of the Island City

**Organizational Mission**

Our mission is to inspire all girls to be strong, smart, and bold(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

**REPORTS TO:**

Chief Executive Officer

**SUPERVISES:**

AIK Program Site Directors

**POSITION DESCRIPTION:**

The Alameda Island Kids Program Director is responsible for overseeing all aspects of the before and after school licensed childcare programs provided within the Alameda Unified School District as a service of Girls Inc.

**AREAS OF RESPONSIBILITY:**

**Supervision**

\*Recruits, interviews and hires new AIK staff. Recommends termination for current AIK staff when appropriate (or necessary)

\*Directly supervises AIK Site Directors

\*Manages AIK Site Directors schedules including ensuring adequate coverage per childcare licensing requirements

\*Approves all AIK staff schedules and changes to payroll

\*Plans and implements regularized opportunities for in-service trainings and staff development

\*Implements performance reviews, staff evaluations and actions for all supervisees

\*Participates in annual budgeting process for the AIK program and regularly reviews monthly income and expenditures to ensure the program budget is adhered to

\*Coordinates/arranges Annual re-certification training dates with Anabiosis for CPR/First Aid for all AIK Staff (required by CCL)

\*Oversees the re-certification of Mandated Reporting on-line training every 2 years for all AIK Staff (required by CCL)

## **Management**

\*Ensures that all aspects of AIK conform with childcare licensing and AUSD requirements

\*Manages appropriate program substitutes upon staff absences and substitutes directly when necessary

\*Responsible for securing AUSD facility space permits through on-line booking requests 3 times a year/every 100 days

\*Handles all AIK School site wait lists during the summer months (June to August) and constant contact with parents

\*Conducts AIK enrollment for sites with space available during June-August at main office on designated days

\*Conducts monthly meetings with AIK Site Director; communicates program plans, organizational policies and procedures and engages in team building

\* Plans and coordinates GIIC Annual/start of school year all-staff meetings with the Director of Elementary Programs and with input as needed from the CEO

\*Develops and/or oversees annual program plans for AIK including oversight of curriculum, budget and new initiatives

\*Oversees the AIK registration process and the collection of fees in coordination with the Finance department

\*Ensures that all program and snack expenditures and mileage reimbursements are accurate and conform to policy by the AIK Site Director

\*Oversees, analyzes and modifies all related staff, guardian, program and AIK Island policies and procedures as needed; develops and implements related documents

\*Creates and ensures that all safety, emergency and risk management measures and procedures are current and applied

\*Develops and maintains systems for records collection, retention, analysis and evaluation

\*Manages online timesheets for all AIK staff for Finance Manager to process

\*Attend meetings of the Board of Directors and report on current and planned programs as deemed necessary by the CEO

### **Programs**

\*Oversees the planning and implementation of age and developmentally appropriate curriculum and activities for AIK and Meyers Camp

\*Develops and implements regularized program evaluation tools and analyzes results to improve program delivery and services

\*Communicates on a regularized basis with guardians about programmatic services for quality and improvement

\*Consults with, and maintains positive public relations with all related constituents including guardians, AUSD staff and other school site related individuals

\*Oversees the registration of Meyers Camp for AISD non-student days and breaks during the school year

\*Coordinates the menu planning and purchasing of snacks and supplies with Meyers Camp leaders

\*Oversees the set-up, close-down, communications log and kindergarten name tags for Meyers Camp

\*Manages the timesheets for all Meyers Camp staff

### **External Partnerships**

\*Serves along with the CEO as-an important contact person with AUSD staff and administrators, maintaining positive relationships and efficient systems for AIK needs

\*Identify, pursue and maintain partnerships with local agencies to maximize program delivery and ensure that best practices in the childcare field are in place Bananas CCL

\*Participate in related community organizations

**QUALIFICATIONS:**

Bachelors Degree in Child Development, Human Development, Early Childhood Education, Recreation or education equivalent

Program Director qualified: BA + 24 ECE units + 6 administration units + 2 adult supervision units

Demonstrated experience and knowledge of childcare licensing requirements and developmental levels, and related curriculum, for school-age children

Demonstrated experience in supervision, budget, curriculum and community relations

Well-honed organizational skills with attention to detail

Strong interpersonal, public relations and oral/written communication skills

Computer literacy with Windows (MS Office Word), Excel and desk top publishing

**Must have upon hiring:**

Proof of vaccination/immunization for

- TB test
- TDAP/TS
- MMR
- Influenza/Flu (optional)

Mandated Reporting Training complete certificate; must be for AB 1207 / Child Care Providers

CPR, AED and First Aid for Children, Infants and Adults; must have red and green stickers from Emergency Medical Services Authority

Health Screen Report LIC 503

Fingerprint Clearance with DOJ / FBI / Child Abuse Index

**Full-time, exempt position with benefits.**

**Compensation:**

**Salary range:** \$50,000 to \$83,000 per year  
Paid medical, dental, vision benefits and life insurance  
GIOTIC Retirement plan/Mutual of America  
Opportunity for 403B (Tax Defer Annuity) and  
AFLAC/employee paid supplemental coverage