



## Interim Site Director, Alameda Island Kids Program JOB DESCRIPTION

**Job Title:** Site Director, Alameda Island Kids

**Position Category:** Full-Time (Jan. 2024 – March 2024 (April if needed))

**Accountability:** AIK Director of Programs

### About Us

At Girls Inc. of the Island City 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.

Alameda Island Kids, a service of Girls Inc. of the Island City, is a licensed before and after school child care program for boys and girls, grades Kindergarten through 5<sup>th</sup>. Alameda Island Kids before school and after school services are specially designed to provide age-appropriate daily activities including organized games and sports, cooking experiences, science, dramatic play, arts and crafts and much more. Activities are designed to develop social skills and build confidence.

### About the Role:

The Alameda Island Kids Site Director is responsible for overseeing all aspects of their school site's Licensed Child Care Before & After School Program for boys and girls Kinder -5th grade in a safe, welcoming and engaging environment. \*Site Director positions work during the school year (Aug - June) with the option to work during the summer at Girls Inc. Summer Camp.

### Duties & Functions of this Role:

- Oversee the day-to-day operations of a Licensed Before and After School program, ensuring a safe, engaging and productive learning environment for students (up to 66 students)
- Supervise, coach and support up to 5 to 6 staff
- Develop and implement educational and enrichment programs and activities that align with the organization's mission and goals
- Supervise and support a team of staff members, providing guidance and professional development opportunities
- Create and maintain positive relationships with parents, children, school site staff and Girls Inc. administration
- Collaborate with parents, teachers, and community partners to foster positive relationships and enhance student outcomes
- Manage budgets, resources, and facilities to ensure efficient operation of the site (program, snack and safety supplies)
- Understand and implement emergency procedures
- Maintain accurate records and prepare reports as required (staff and students files)
- Attend and participate in monthly Site Directors' meetings
- Complete time record and collects and approves program staff time records
- Perform any/all additional duties and or functions provided by the Director of Program and or CEO/President



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**Interim Site Director Qualifications:**

- REQUIRED - Associates or Bachelor's degree in Early Childcare Education or 15 Early Childcare Education Units (including the 4 core ECE courses and 1 course in Supervision or Administration)
- A minimum of 2 years of Community Care Licensing School Age Standards and or After School Programming experience
- A minimum of 2 years of Team Management/Staff Supervision experience
- Ability to communicate and interpersonal skills
- Ability to communicate effectively in all expected modes of communication with youth, teachers, co-workers, community partners, and volunteers
- Strong organizational and problem-solving abilities
- Proficient in using technology for administrative purposes

**Upon hire, employee must also provide/complete the following:**

- Mandated Reporting Training on-line AB 1207 Certificate
- Infant/Child CPR certificate, Infectious Disease and Staff Health, and First Aid and Injury Prevention (Preferred)
- Immunization Records for: TDAP, TB, MMR (Measles, Mumps, Rubella) and Influenza (flu shot optional-can decline with written waiver in file), Covid-19 Vaccine or Current Test Results
- Additional Licensing Documents & Forms (will be provided)

**Applicants must be able to successfully perform the essential functions of this position:**

- While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger handle or feel objects, stoop, bend, kneel, crouch, or crawl, and pull/push.
- The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is usually moderate.

**Job Types: Full-time, Temporary**

- Salary: \$30.00 - \$35.00 per hour (Expected hours: 40 per week)
- Benefits - Paid time off

**Schedule:**

- Full-Time Position (Split Shift)
- Weekdays, Monday – Friday, 7:00a - 9a, (split) 12p – 6:00p

**Application Question(s):**

- How many years of Youth Development and or Childcare experience do you have?
- How many years of Team Management/Staff Supervision experience do you have?
- What is your knowledge of Community Care Licensed programs?
- Do you have an Associates or Bachelor's degree in Early Childcare Education?
- Do you have at least 15 Early Childcare Education Units (including the 4 core ECE courses and 1 course in Supervision or Administration)?



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*If you are passionate about education and have experience working with students, we invite you to apply for the position of Interim Site Director. As the Site Director, you will play a vital role in continuing to create and implement a positive learning environment for our students and ensuring their success. Join our team and make a difference in the lives of young learners!*

**To apply, please submit your resume and cover letter highlighting your relevant experience to [uwilson@girlsincislandcity.org](mailto:uwilson@girlsincislandcity.org)**

For more information about Girls Inc. of the Island City, please view our website at [www.girlsincislandcity.org](http://www.girlsincislandcity.org)