



JOB DESCRIPTION--ASSISTANT DIRECTOR/GROUP LEADER

Classification: Part Time
Department: Operations
Prepared By: Director of Operations
Approved By: Executive Director

FLSA Status: Non-Exempt
Reports To: Director
Prepared Date: July 2010
Approved Date: August 2010

SUMMARY OF JOB RESPONSIBILITIES:

Responsible for functioning as a Group Leader, as well as assist the Director with management and supervision of the Center.

- Assist the Director with duties as required
- Oversee all areas of the program in the absence of the Director
- Work cooperatively with and be supportive of the Director
- Provide leadership and be a positive role model for other staff
- Communicate effectively with children and adults
- Work closely with peers in a team situation
- Demonstrate supervisory, organizational and planning abilities
- Conduct program/other assignments as required
- Maintain Child and Adult Care Food Program data if applicable

QUALIFICATIONS AND SKILLS:

- Ability to perform all job requirements satisfactorily and meet the Education/Experience, Personal Skills/Characteristics, Reasoning Ability, Physical Conditions, Work Environment and Environmental Conditions listed below
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position
- Ability to read to children, observe children at play, listen to children's needs and assist in evacuation of the building during emergencies
- Obtain current CPR and First Aid certification

EDUCATION AND/OR EXPERIENCE:

- Must be at least 21 years of age
- High School Diploma or equivalent and higher education and/or child development
- Minimum one (1) year experience in child care or related field
- Other center licensing requirements as outlined in governmental regulations

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of situations
- Ability to interpret a variety of instructions furnished in written and oral
- Ability to respond quickly and appropriately to an emergency or a crisis situation

PERSONAL SKILLS AND CHARACTERISTICS:

- High energy level
- Resourceful and well organized
- Strong commitment for doing what is best for children
- Strong customer service skills

PHYSICAL CONDITIONS:

- Requires daily standing, sitting, bending and stooping (sitting will be limited to about 5% of your day)
- Requires normal range of hearing and vision
- Requires the ability to lift 40 pounds

WORK ENVIRONMENT:

- Ability to work overtime and odd schedules (flexibility is important)

ENVIRONMENTAL CONDITIONS:

- Noise level in the work environment is usually moderate.
- No or very limited exposure to physical risk
- Exposure to childhood diseases

This position description does not list all the duties of the job. Incumbent may be asked to perform other functions and duties. Incumbent will be evaluated in part based upon performance of the responsibilities in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment. Incumbent or employer may terminate the employment relationship at any time for any reason.