

## **DIRECTOR, SCHOOL-AGED CHILD CARE PROGRAM**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional administrative work that involves the responsibility for running a School-Aged Child Care (SACC) Program in accordance with guidelines established by the New York State Office of Children and Family Services. The work is performed under the fiscal management of the Director, Youth Bureau. Supervision is exercised over a variety of seasonal workers and volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and develops new and innovative educational and recreational programs and services for school-aged children and their families based on need surveys as well as the criteria established for a multi-purpose SACC Program;

Organizes educational and recreational field trips;

Reports to the Director on activities, participants and who requires referral to other services;

Identifies appropriate professional services to meet the needs of participants;

Oversees all activities involving youth and their families;

Maintains contact with teachers, school personnel, community groups and faith leaders to ensure continuity and linkage of services;

Arranges parent conferences and meets with parent to discuss their child's progress;

Works with Director in developing training programs for staff;

Monitors attendance of enrollees as well as staff;

Evaluates job performance;

Assists director in recruiting, training and monitoring volunteers for youth programs;

Attends youth conferences, community meetings and networks with other organizations;

Purchases supplies and maintains inventory of them.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of youth-related issues, particularly as they relate to youth activities and recreation; ability to coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive school-aged child care program; ability to read and understand rules and regulations especially as related to meeting specific criteria; ability to express oneself clearly both orally and in writing; ability to meet the public and to address groups effectively.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's Degree in child development, elementary education, physical education, recreation or a related field; and
2. Two (2) years of experience which involved working with children under the age of 13 years, and which included at least one (1) year in a supervisory capacity.