

DIRECTOR - WE WELCOME KIDS
(Rye # 5)

GENERAL STATEMENT OF DUTIES: Responsible for the day to day administration and supervision of the We Welcome Kids after-school child care program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Business Administrator or school administrator, an incumbent in this class is responsible for program planning, staffing and administration of the We Welcome Kids program serving elementary school children. The incumbent exercises supervision over subordinate staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops a variety of educational, recreational and social enrichment activities in cooperation with the Assistant Director and Activity Aides;

Interviews and selects staff for program;

Supervises program staff;

Orders program supplies and afternoon snacks;

Prepares letters and program informational flyers which are sent to parents and guardians;

Schedules staff meetings as needed;

Prepares monthly billing information for business office;

Notifies staff, enrollees, parents of emergency and early school closing.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program activities (i.e.; arts & crafts, games, sports) for children; good knowledge of local community needs and interests; ability to supervise program staff; ability to create a warm, safe and enriching environment for children; good oral and written communication skills; initiative; resourcefulness; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and five years of experience working with children within an educational, recreational or social service setting; or (b) graduation from a regionally accredited or New York State registered two-year college or university and two (2) years of experience working with children within an educational, recreational or social service setting; or (c) a satisfactory equivalent combination of the forgoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.