

## *Blue Water Community Action*

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**JOB TITLE:** CHILDREN'S SERVICES DIRECTOR  
**PROGRAM:** Children's Services  
**SUPERVISOR:** Executive Director  
**STATUS:** Director, Exempt  
**WAGE:** \$42,900-\$85,098

Oversee the implementation of programming for the Children's Services division, which includes the day to day responsibilities for planning, development, implementation, monitoring, and assessment.

### **DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

1. **Budget:** Monitor budgets for assigned programs.
2. **Supervise:** Supervise component supervisors and evaluate their performance. Ensure all of the rules and regulations are followed by all staff within the assigned programs. Provide guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality.
3. **Review:** Continually develop, monitor and evaluate all component program/services.
4. **Activities:** Oversee daily activities related to assigned programs such that they are conducted in a manner that is efficient, cost effective, and maximize participant outcomes.
5. **CACFP:** Monitor activities related to CACFP program, ensuring requirements are met while minimizing costs.
6. **Objectives:** Ensure that contractual, regulatory, and organizational requirements are met in a consistent manner.
7. **Self-Assessment:** Conduct annual self-assessment of program's requirements and goals effectiveness and progress in meeting objectives.
8. **Training:** Oversee the development of the annual training plan based on programmatic and staff identified needs, implementation, and changes. Ensure all newly hired component staff are appropriately trained through onboarding.
9. **Resource:** Serve as a resource to staff, program partners, and community, providing supports and program information.
10. **Community:** Work closely with various advisory groups, community organizations and parent councils to ensure access to resources and services for staff and program participants.
11. **Monitoring:** Ensure monitoring events have positive outcomes.
12. **Planning:** Assist with the planning and writing of grants and new/expanded/improved programming.
13. **Licensing:** Ensure that regulatory requirements are met in a consistent manner. Act as the program director and licensing designee.
14. **Other:** Additional duties as assigned.

### **DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL**

1. **Demonstration of Values:** Understand BWCA's mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; cost conscious

when utilizing materials and resources; seek opportunities for improving processes; and, meet commitments and deadlines.

4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, and Children's Services Strategic Plan as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive "can do" attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
9. **Confidentiality:** Maintain confidentiality of client and organizational information.
10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures including the reporting of child/adult abuse/neglect as required by law.

## **QUALIFICATIONS:**

1. Bachelor's degree in Early Childhood Education or a related field required.
2. Five years experience in managing staff and grants/programs.
3. Five years experience in an Early Childhood setting.
4. Strong written and verbal communication skills.

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, marital status, sexual orientation, veteran status, or disability.