



## Director of Children's Services

The Director of Children's Services is responsible for all aspects of delivering quality, affordable childcare services that meet the physical, intellectual, social, emotional and recreational needs of children (ages 4 -12). The Director is also responsible for overseeing both our before and aftercare program during the school year as well as our 8-week summer camp. The goal is to ensure a safe, fun and educational atmosphere that promotes children's self-confidence and love of learning. This person is also responsible for overseeing the DHS licensure for our childcare center and ensuring that we are compliance with all regulations.

### Organizational Overview

Founded in 1936 as a drop-in center to divert community youth from delinquency and petty crime, North Light Community Center has continually evolved in response to changing community needs. North Light seeks to empower people of all ages and abilities in our communities, especially those most in need, to reach their fullest potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

Today, NL is a place where children learn and play in a safe and nurturing environment, teens learn life and career skills to realize their full potential, and families receive critical assistance. Programs include a state-licensed childcare facility with year-round school-age programs, emergency and family supports, college and career readiness for teens, workforce development training for young adults, arts and recreation, and access to technology. NL's mission is to empower people of all ages and abilities in our communities, especially those most in need, to reach their full potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

### Responsibilities

- Supervise Childcare Group Supervisors, Assistant Group Supervisors, Aides, and Volunteers; provide regular supervision and development of staff including facilitating annual evaluations and goal setting.
- Maintain meticulous personnel and program records to ensure compliance with DHS licensure and other applicable regulatory agencies.
- Plan, implement and evaluate program activities; coordinate age-appropriate opportunities for enrichment activities, events and/or services for children.
- Work with the Executive Director to plan the annual budget and ensure management of program expenses.
- Track and report on annual program statistics.
- Ensure cleanliness and safety standards are maintained.
- Nurture and sustain positive relationships with parents/caregivers.
- Develop and maintain working relationships with applicable school personnel and other program partners; act as a liaison to Villanova University, our lead partner.
- Assist Executive Director in evaluating feasibility of moving program from a Keystone Star 1 program to a higher star level.



## Qualifications

- Have ONE of the following educational credentials:
  1. A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, OR
  2. A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, OR
  3. An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children, OR
  4. An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 4 years of experience with children.
- Have or be cleared through child abuse, criminal background, FBI, and national sex offender clearances
- Computer literacy including proficiency with office technology, databases, email, Word, Excel, PowerPoint, etc.; proficiency using Brightwheel (childcare management software) or similar system preferred
- A commitment to North Light's mission and role in the community.
- Strong communication skills; ability to communicate clearly in person and in writing.
- Excellent interpersonal and relationship-building skills to effectively work with diverse individuals (colleagues, board members, volunteers, donors, constituents), both one-to-one as well as in groups.
- Relate well to children
- Valid driver's license and safe driving record
- The ability to:
  - Take direction but also make decisions and solve problems independently, effectively and creatively as appropriate.
  - Be flexible & creative in responding to new challenges
  - Plan and manage a wide range of projects from start to finish with minimal supervision
  - Work effectively with others on teams as well as with individuals at every level both inside & outside the organization
  - Handle multiple tasks in an often fast-paced environment
  - Organize, schedule and meet deadlines
  - Have an organized and detail-oriented approach to work
  - Lift 35 lbs.

## Work Schedule

Full time salaried position (40 hours/week); ability to work some evenings



## Salary & Benefits

The minimum salary is \$47,800; commensurate with experience. North Light Community Center offers employees with a competitive salary and benefits package which includes the following:

- Medical and Dental Insurance (North Light covers 60% of premium; employee covers 40%).
- North Light Community Center pays 100% of the cost of Long-term Disability & Group Life Insurance Policies and makes a quarterly employer contribution to a Defined Contribution Retirement Plan after one year.
- Two weeks paid vacation initially, 18 paid holidays.

## Equal Opportunity Employer

North Light community Center is an equal opportunity employer and complies with all laws prohibiting discrimination based on race, religious creed, color, sex, age, national origin, ancestry, sexual orientation, disability, or any other legally protected status.

## How to Apply

Interested applicants should submit a resume, cover letter and 2 professional references to [kwieder@northlightcommunitycenter.org](mailto:kwieder@northlightcommunitycenter.org)