

PROGRAM DIRECTOR ASSISTANT – ZACH’S PLACE

BENEFITS

- Health insurance
- Paid time off
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance



This full-time position (8-hour shift) is to provide and assist in the leadership for the program, with the goal of achieving the mission of Zach’s Place respite and childcare center (4795 Granby Circle, Colorado Springs, CO) and the goals of the organization, promoting safety of children and stability of families. Responsible for assisting the direct supervision of management staff, and the indirect supervision of support and other staff.

DUTIES

- Implement the organizations policies and procedures regarding the agency’s operations and those of the program operations of Zach’s Place Center.
- Ensure the implementation of the local, State and Federal regulations that includes The Quality Standards for Child Care, The Colorado Rules and Regulations for Childcare, Health Care Policy and Finance, Division of Intellectual and Developmental Disabilities, and the Department of Public Health and Environment.
- Promote the expansion of the program in serving clients, and in developing services that respond to the evolving needs of the clients to provide a stable program.
- Work with the Executive Director and the program management staff in defining and developing the program management policies and procedures and implementing the compliance of policies and procedures by the staff.
- Work with the Human Resource Department in the recruitment of qualified staff and in the ongoing evaluation of the staff and collaborate to implement the HR personnel policies and procedures.
- Work with the agency administrative staff and the Executive Director in the oversight of the program’s budget, being solution focused in balancing the budget. This includes implementing and monitoring the financial aid opportunities for participants.
- Create and implement an annual training plan, identify the training needs of staff, schedule training sessions, and set a program climate that enables staff to meet those training expectations.
- Oversee the transportation program needs and address it accordingly.
- Prepare and submit reports in a timely manner, meeting the time frames, for the Executive Director, other management administrators and the Board of Directors with regards to statistics, outcomes, intake information, and billing.
- Promote and build collaborative relationships with the local and State Human Service committees, organizations and coalitions connected or potentially connected to Zach’s Place, and to be aware of changes that could affect the program.
- Oversee and coordinate the intake process with clients, with the goal of growing the program.
- Utilize positive solution focused techniques with staff to build and maintain effective relationships with families – promoting and encouraging families to participate in activities and events that assist in building a strong support system for them.
- Implement regular staff meetings and encourage communication as a team with the staff.
- Oversee the child files and other necessary files to comply with licensing standards.
- Work with the Executive Director and the grant development and fundraising staff to identify and grown possible program opportunities for growth and development.
- Assess the safety issues and work with the management team for the resolution of any maintenance/grounds repair needs, ensuring correction of problems in a timely manner, as well as any other safety issues.
- Facilitate the marketing of the program by assuring attendance at resource fairs, events, and projects; and working with the marketing, fundraising staff; as well as the Executive Director
- Work with the program staff in the scheduling of the on-call system.
- Must be able to provide direct care when needed.
- Attend trainings as requested by the Executive Director.

MINIMUM QUALIFICATIONS

- Requires Bachelor's degree in early childhood education from a regionally accredited Colorado college or university; or,
- A master's degree with a major emphasis in child development, Early Childhood Education, Early Childhood Special Education; or,
- Completion of all the following three (3) semester hour courses from a regionally accredited college or university at either a two-year, four year or graduate level, in each of the following subject or content areas:
 - Introduction to early childhood professions;
 - Introduction to early childhood lab techniques;
 - Early childhood guidance strategies for children;
 - Early childhood health, nutrition, and safety;
 - Administration of early childhood care and education programs;
 - Administration: human relations for early childhood professions or introduction to business;
 - Early childhood curriculum development;
 - Early childhood growth and development;
 - The exceptional child; and,
 - Infant/Toddler theory and practice; or the Department approved expanding quality infant/toddler training.
- Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, early childhood special education, or an early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; no additional experience is required.
- Must have large day care center director qualifications or be able to be approved by CDHS.
- Must have a minimum of one-year applicable experience providing direct care to children, especially children with disabilities.
- Obtain a physical and complete a medical form as required per State of Colorado. TB test if needed.
- Valid driver's license, current automobile insurance, and good driving record per SKSF standards.
- Must be able to lift and transfer up to 50 lbs. and be able to stand for long periods and move quickly.
- Prefer 4 years of supervisory experience.

\$45,000.00 - \$50,000.00 per year DOE