

**CITY OF HUNTINGTON WOODS
PARKS AND RECREATION DEPARTMENT**

LATCHKEY DIRECTOR POSITION

Applications are being accepted for the position of Latchkey Director for the K-5 Before and After-School Child Care Program located in the Gillham Recreation Center. This is a non-union position, employed by the City of Huntington Woods.

TITLE: Latchkey Director

JOB DESCRIPTION: The Latchkey Director develops, implements and administers the Latchkey program throughout the school year

POSITION TYPE: Part-time

HOURS: Monday-Friday, 10:00a-5:00p / mid-August thru end of school year following the Berkley Public School calendar

The job is intended to be a seven hour/day, five days/week position. Director may work beyond scheduled work day if needed. Flexible schedule includes school vacation days and meetings. (Closed Labor Day, Thanksgiving, December break, Good Friday and Memorial Day).

START DATE: 2-week training time TBD. Regular schedule begins September 30th.

COMPENSATION: Range of \$19.75 - \$25.69 per hour depending on qualifications and experience

QUALIFICATIONS:

- Hold a degree in a child-related field (early childhood education, elementary education, secondary education, physical education and recreation, child development, child guidance/counseling, child psychology, social work, human services and youth development.)*
- Two semester hours or 3.0 CEUs in child care administration or an administrative credential approved by the department.
- Current first aid and CPR/AED certification
- Thorough knowledge of the objectives and goals of before and after-school care and programs
- Strong classroom management skills
- Strong leadership and program development capabilities
- Outstanding customer service, communication and interpersonal skills
- Detail oriented, strong organizational skills with ability to carry out multiple tasks
- Proven ability to work effectively with diverse personalities in a tactful, decisive and resourceful manner
- Ability to work in harmony with co-workers
- Ability to work effectively under stress
- Ability to follow budget guidelines and financial procedures
- Good problem-solving skills
- Working knowledge of computer software programs

**Credentials including college transcript must be approved by the State Licensing Agency*

JOB SUMMARY AND RESPONSIBILITIES:

- Prepare and maintain State of Michigan licensing status for preschool and latchkey programs
- Coordinate and oversee the daily operation of the program, including before and after-school, half and full vacation days as scheduled along with snow days
- Develop and maintain a safe, nurturing and positive environment for each child

(see other side for add'l. information)

- Manage program staff and operations
- Responsible for oversight of program planning as needed
- Oversee daily, weekly and monthly record keeping for each child
- Email weekly pick-up schedules to Burton teachers grades K-3
- Troubleshoot individual problems as they arise
- Prepare Parent Handbook and update as needed
- Plan fieldtrips and special programs
- Plan craft projects as needed
- Provide emergency care when needed
- Recruit, interview, hire, schedule, supervise, train and evaluate program staff
- Coordinate and plan 16 professional development hours for staff members including First Aid, CPR, blood-borne pathogens, etc.
- Attend monthly Oakland County School-Age Child Care meetings
- Oversee the registration process to ensure appropriate staff/child ratios and room capacity
- Proactively respond to the changing needs of the program
- Monitor children's health and allergy needs, dispense medications as per licensing policy and maintain accident reports
- Communicate with parents on any special issues regarding their child
- Keep parents/guardians informed of activities and scheduling through newsletters and/or monthly calendars
- Utilize available technology to communicate program information (group parent email, web page, newsletters, calendars, etc.)
- Order program supplies
- Responsible for maintaining snack supplies
- Perform other job-related duties as needed

This job description is not intended to be all-inclusive; employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management staff.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to ensure individuals with disabilities may be made to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting as well as an open classroom environment. The noise level in the work environment is usually moderate and can be loud.

METHOD OF APPLICATION: Applicants who wish to be considered for this position must submit a letter of application including resume and references on or before 4:00 p.m., Friday, May 24, 2019.

Mail or drop-off your information: Gillham Recreation Center
 ATTN: Latchkey Position
 26325 Scotia Road
 Huntington Woods, MI 48070

Questions? Contact Mary Gustafson, Parks and Recreation Director, 248-541-3030 or
 mgustafson@hwmi.org

