

**CHILDREN'S PROGRAM LEADER III**

Part-Time / Non-Benefitted / \$16.4247 - \$20.9626 Hourly

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect duties performed within the job.*

**DEFINITION**

Under the direction of the Recreation Manager, the Children's Program Director is responsible for the supervision of all children in the childcare program. The Director must demonstrate leadership skills, be a positive role model to the children and have effective communication and interpersonal skills when working with children, parents and supervisors. The Director must be organized, creative with class projects, and have a genuine interest in working with children and the public. Director must have excellent customer service skills. Director must be an enthusiastic participant in all activities with the children. Director must demonstrate a clear understanding of child care problem solving techniques when dealing with any discipline situation involving the children. The Director must read, understand, and adhere to all policies and procedures in the staff handbook. In addition, this position will be the contact person when the Recreation Manager is out of the office. Duties may include assisting in the coordination of assigned activities with other divisions, outside agencies and the general public; and to assist in providing highly responsible and complex staff assistance to the Recreation Manager.

The Children's Program Director is a modified benefited position. Children's Program Directors who are hired solely for the Summer Day Camp Program do not qualify for any benefits due to the brief 9-10 week employment period.

**ESSENTIAL FUNCTIONS:** *Responsibilities and duties may include, but are not limited to, the following:*

- Ensures that children are in a safe environment at all times (supervises area effectively).
- Anticipates problems among the children and prevents harmful situations before they happen or escalate.
- Responsible for calling parents for various reasons (e.g. sick or absent child) throughout the day.
- Communicates child care information to parents through signs, notes, or in person.
- Asks questions and has an interest to learn more. Takes direction in a positive way.
- Maintains and submits necessary attendance records and accident/incident reports.
- Utilizes available materials and supplies well.
- Supervises, directs and assists Children's Program Aide and Children's Program Leader I and/or II with classroom activity assignments and cleaning duties (e.g. washing dishes, vacuuming, empty trash, sweeping).
- Attends and assists in conducting monthly staff meetings.
- Attends all local/off site field trips. May be required to participate (in the water) with children in aquatic activities at the Community Swim Center (Summer Program Only).

- Ensures proper health, welfare, safety and supervision of all children enrolled in assigned programs. Remains on site at the assigned location; monitors the daily work routines of childcare program staff; resolves various behavioral problems as they arise.
- **In the Recreation Manager's absence**, contact person for State Licensing Agency.

## QUALIFICATIONS

- Ability to prepare adequate lesson plans in advance of the scheduled activity.
- Ability to handle all disciplinary situations in the classroom.
- Ability to work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Ability to respond to children in an appropriate manner.
- Flexibility (ability to work with varying personalities, age groups and work schedules.)
- Acknowledges child when he/she has a problem and respects the concerns that are shared with you.
- Good verbal and written communication skills.
- Excellent customer service skills.
- Must be a positive role model for the children (e.g. appearance, attitude, speech).
- Ability to stay calm during an emergency.
- Ability to enthusiastically lead and interact with large groups of children on a daily basis with various activities such as organized games, art projects, homework, outdoor play, etc.
- Must possess problem solving skills and the ability to demonstrate them in the classroom.
- Must possess knowledge or have ability to learn all State of California Licensing Regulations.
- Ability to learn and adhere to City of Hercules policies and procedures.
- Must be physically capable of total interaction with children through sports, physical education, swimming (optional), aerobics dance and other activities.
- Must interact with children through their daily play by running, jumping, stooping, hopping and other forms of gross motor skill movements.
- Must be able to stand for designated periods of time in the classrooms and on the yard.
- Must be able to bend, pick up chairs, playground equipment and children when they fall.
- Must be able and willing to walk to local parks and community points of interest.
- Must be able to assist with daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Must be competent to write, spell and relate accurate information on behavior, discipline, incident and accident reports, as needed.
- Must be willing and able to wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.

**EXPERIENCE AND TRAINING GUIDELINES:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience and Training:** Any of the following combinations of Experience and Training as defined by the State of California Title 22 Regulations for a School-Age Child Care Director.

At least four (4) years experience teaching in a licensed child care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle-school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development; experience in human services or experience in school guidance or other counseling programs. **And** equivalent to completion of the twelfth (12<sup>th</sup>) grade and completed twelve (12) semester units in early childhood education/development which includes three (3) units in administration or staff relations.

OR

At least two (2) years of teaching experience in a licensed child care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experiences in school guidance or in other counseling programs. **And** an Associate's degree from an accredited college or university which includes three (3) units in administration or staff relations and/or three (3) units in early childhood education.

OR

At least one (1) year of teaching experience in a licensed child care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experiences in school guidance or in other counseling programs. **And** a Bachelor's degree from an accredited college or university which includes three (3) units in administration or staff relations and/or three (3) units in early childhood education.

**Certificates:**

- Must possess or have ability to obtain Pediatric First Aid and Infant/Child/Adult Cardiopulmonary Resuscitation (CPR) Certification as issued by the American Red Cross.
- Must have completed 15 hour Health and Safety Training.
- Must possess a valid California's driver's license by date of appointment.

**CONDITIONS OF EMPLOYMENT:** Employees must be available to work Monday through Friday. Normal work week should average 5-6 hours per day, hours and days subject to change depending upon program needs. Must pass a pre-employment physical, Tuberculosis screening, drug screening, and criminal background check prior to employment.

**THE CITY OF HERCULES IS AN EQUAL OPPORTUNITY EMPLOYER.**

*Note: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Updated: 01/12/2016 Resolution 16-001  
FLSA: Non-Exempt