

Northwood Presbyterian Church, Inc. – Position Description
Assistant Director - Kids' Corner's Before/After School Care Program

Purpose: To provide Christian leadership, direction, and daily support to the staff, children, and parents/legal guardians involved in Kids' Corner's Before/After School Care Program.

Accountability: The Assistant Director is accountable to the Director of Northwood Schools.

Requirements:

1. Must be at least 21 year of age
2. An active Staff Credential issued by the Department of Children and Family Services (DCF), or Child Care Apprenticeship Program of Pinellas County; or have a Child Development Associate (CDA) Credential.
3. Director's Credential a plus
4. Must be able to pass a Level 2 background check
5. Must complete CPR/First-Aid, Blood Borne Pathogen, and Fire Extinguisher training upon hire
6. Experience in management a plus
7. Ability to cover for staff if needed during the hours of operation: Monday – Friday, 7:00 – 9:00am and 2:00 – 6:00pm; and be reachable by phone during those hours
8. Must have a warm and friendly personality and the ability to relate well to children, staff, and parents/legal guardians
9. A valid driver's license and a clean driving record

Responsibilities:

1. Hire and maintain an effective and qualified staff (NPC reserves the right to deny employment)
2. Plan and carry out annual registration and enrollment for the Program
3. Establish and maintain a working relationship with the staff at Leila G. Davis Elementary School and coordinate student drop-off and pick-up procedures
4. Establish and maintain open and positive communication with each parent/legal guardian
5. Coordinate financial matters related to the Program such as:
 - Tuition and fees collection
 - Purchasing of supplies and equipment
 - Submission of bills for payment
6. Keep required paperwork, training records, files, and physical space in compliance with the Pinellas County License Board (pclb)
7. Conduct staff meetings
8. Coordinate, oversee, and provide the annual training required for staff members
9. Conduct annual performance reviews of the staff
10. Participate in school and community outreach events