

MountainHeart

Job Description

Job Title: Program Director
Department: Child Care Resource and Referral
Reports To: Chief Executive Officer
FLSA Status: Exempt
OSHA Category: Category 3

Summary: The Program Director oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities.

Essential Duties and Responsibilities

- Assist Chief Executive Officer.
- Oversee Child Care Program operations:
 - Subsidy
 - Professional Development
 - Resource and Referral
 - Health and Safety Grant
- Advise and make recommendations to the CEO regarding personnel issues:
 - Hiring
 - Promotions
 - Disciplinary action
 - Terminations
 - Professional Development
- Prepare grants and budget
- Prepares, submits and presents reports
- Administrative Duties
- Serves as the liaison between the agency and the State of WV-DHHR
- Approve purchases, travel, timesheets, and leave
- Monitor budgets, expenditures and purchases
- Maintain confidentiality at all times.
- Other duties as assigned

Supervisory Responsibilities:

This position supervises the Child Care Resource and Referral program and staff.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent telephone and communication

Updated: August 2, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

skills. Ability to operate office equipment. Must have good memory and listening skills. Good management, problem solving and organizational skills required.

Education and/or Experience:

Bachelor's degree in early care and education or child development, with two years experience in early childhood and experience in a management position or a leadership position in the field of early childhood.

Must have valid driver's license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

Language Skills:

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from professionals, clients, staff and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Extensive travel is required.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date