



## **BOYS & GIRLS CLUBS OF NORTHERN RHODE ISLAND**

**Job Title:** Childcare Site Administrator.

**Location:** Woonsocket Clubhouse.

**Salary:** \$39,500 - \$43,500

**Schedule:** Flexible, 40 hours a week, possible weekends.

### **Mission Statement**

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

### **Job Summary**

The Boys & Girls Clubs of Northern Rhode Island (BGCNRI) is currently seeking a motivated and qualified candidate for the position of Childcare Site Administrator. The CSA is responsible for maintaining a safe, welcoming and engaged environment for youth aged 5-12. The duties include researching, scheduling and implementing creative and educational activities each day. The CSA will also be responsible for overseeing the Youth Development Professional team of staff; including schedules, training, and payroll. The CSA will also serve as the main point of contact to our families enrolled in 5-12 year old programming/childcare.

### **Expectations**

- Implement and instruct activities associated with the licensed child care program, including summer child care programs and services.
- Create an environment that highlights the achievement of youth and promotes a sense of confidence, usefulness and belonging.
- Ensuring a healthy, clean and safe environment for all members.
- Plan quality, high yield educational programs and activities using BGCA resources.
- Must demonstrate a positive attitude, initiative, strong leadership skills, and the ability to provide guidance to youth, peers, parents and volunteers.
- Maintain BrightStars and ACA accreditations

### **Requirement**

- Must be 21+.
- Computer skills.
- Must meet the physical and active requirements associated with monitoring youth.
- Group leadership skills, and understanding of group dynamics.
- Valid driver license.
- Obtain CPR/AED/First Aid Certificate and Chauffer's License.
- DCYF and BCI clearances required
- Associates degree or higher, 60 College credits with a minimum of 15 in education or social services fields.

### **Benefits**

- Health, Dental, Vision, Life Insurance, 401K, Paid Holidays & PTO

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.