

Site Manager Job Description



Classification:	Non- Exempt
Reports to:	Programing Team Manager
Position Type:	Full Time
Hours:	40 hrs per week

Qualifications

- Site Director qualified – 4 year related degree and at least 2000 documented hours with children 5-13 (unrelated degree will be considered based on documented hours and previous experience)
- Experience managing staff
- Experience in conflict resolution
- Experience evaluating, observing staff and providing feedback
- Current in CPR, First Aid, Medications Administration, Standard Precautions and Child Abuse trained

Summary/Objective

Site managers are responsible for ensuring the success of multiple locations within the BASE Camp network, The Site Manager ensures sites are safe, adherer to lincensing requirement, are fun, provide engaging educational environment for children and maintains positive relationships with the families and schools they serve. This is accomplished by training and supervising children and staff, planning and implementing age appropriate activities, keeping accurate records, maintaining the facilities, obtaining needed supplies through management of the craft budget, and family engagement.

Culture Ambassador

Seeks to make a positive impact as a leader at BASE camp. Supports and develops staff instilling BASE Camp's Spirit Pledge.

B - Best: Whatever we do, we do it to the best of our abilities. We strive for excellence in all areas.

A - Attitude: We will be known by all (our parents, coworkers and the community) for always exhibiting a positive attitude. We focus on solutions, rather than problems.

S - Smile: There's always time to smile - take time to recognize those you engage with by using this friendly gesture.

E - Engaged: We care. We are responsible for executing the mission and vision of BASE Camp and work together as a team.

JOB DESCRIPTION

Essential Job Functions

- Directly supports and supervises site director and support staff
- Creates a welcoming, inviting and organized community
- Builds and maintains positive relationships with children, parents, and school staff
- Ensures the accuracy and consistency of all paperwork, record keeping, DayCare Works, CCP and reporting needs, verifies and approves time cards for all staff, communicates completion
- Trains and develops program support staff
- Ensures all state, local and agency rules, regulations, polices and procedures are in compliance
- Communicates scheduling needs and utilizes staff at multiple locations to efficiently cover ratio and maintain quality
- Responds to Licensing and Health Department site reports of inspection
- Conducts level visits and ratings
- Conducts snack visits as required
- Act as a liaison between BASE Camp and schools for SOD needs
- Liaison between the office and school sites
- Exemplifies the Mission, Vision and Culture of BASE Camp
- Ability to lead/teach and supervise.
- Supports directors with daily needs. Willing and able to step into ratio as needed.
- Offers guidance and mentoring for campers and staff.

- Acts as a liaison between the organization and parents concerning BASE Camp activities.
- Enforces BASE Camp policies and procedures, state licensing and health requirements and food program procedure.
- Communicates regularly with parents regarding progress and or concerns.
- Models positive interactions among staff and students.

Essential Duties

Provides Effective Organizational Leadership

- Understands strategic goals and aligns with annual site goals
- Ensures timely progress and achievement towards goals
- Consistently serves as an internal and external ambassador for BASE Camp
- Craft, supply, and field trip budget management

Develops and Maintains Successful Parent Partnerships

- Establishes and maintains open lines of communication with parents
- Design and distribution of communication materials and BASE Camp generated event information in a timely manner
- Promotes parent involvement

Develops and Maintains Successful School Partnerships

- Establishes and maintains partnerships that support the vision and mission
- Informs school staff of pertinent information including but not limited to, schedules and routines, School Out Day preparation, any changes to the location or time of the program, safety concerns or threats, sick or injured children, behavior plans, or supports, staffing transition or changes.
- Acts as a liaison between school and office for SOD preparation and follow up

Ensures Safety and Supervision of Children

- Ensures children are safely monitored through sight and sound at all times
- Ensures children are engaged in activities throughout the day in a safe environment
- Utilizes, trains and expects all staff to work the Name to Face child tracking system
- Is a role model of appropriate behavior for children and staff at all times
- Ensures children are released only to individuals authorized to pick up
- Adheres to proper first aid and medication procedures at all times
- Creates effective communication systems between staff
- Ensures training and completion and documentation of all monthly safety drills

Positive Child Guidance and Interaction

- Provides ongoing positive specific praise to children
- Report any and all reasonable suspicion of child abuse
- Establishes relationships with children
- Demonstrates equal interest in all children enrolled in the program

Positive Staff Guidance and Interaction

- Conducts observation and coaching
- Conducts evaluating and feedback
- Conducts positive and corrective feedback to all levels of site staff in a timely manner and does not wait for annual evaluation to express these concerns
- Knows profession growth goals of staff

Competencies

- Leadership
- Organized
- Self-motivated
- Teamwork
- Customer Service
- Fun, Positive, Pleasant, Patient, Responsible
- BASE Camp Ambassador

Physical Demands and Work Environment

The job operates in a child care environment. 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.

- The employee is frequently required to sit, stand, climb or balance, and stoop, kneel, twist, crouch or crawl
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds
- High level of walking
- Can work in the seasonal heat or cold for extended periods of time

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice

I agree to the locations and duties assigned to in this job description

Assigned Schools

Site Manager Signature

Date

Direct Supervisor Signature

Date