

**Reports to:** Executive Director

## Job Purpose

The Site Director is in charge of all aspects of Terra Time programming at the host location from beginning to end. They will maintain attendance records, support all staff members, provide any necessary first aid, be the contact person with parents, and keep track of all programs running at the host location. They will provide feedback to staff and remain in contact with the Terra Time Executive Director about all aspects of the program. As a child-care professional, the Site Director is expected to contribute to a team-centered working environment that is friendly, respectful, open and honest. Team members work together to share ideas and to develop joint projects and activities.

## Responsibilities

- Adheres and enforces TerraTime policies, rules and guidelines.
- Models professionalism and promotes a positive image of TerraTime.
- Manages operations of the program, including reviewing and monitoring financial reports, maintaining family accounts, securing sensitive documents, and developing and monitoring of annual budgets.
- Prepares reports following TerraTime guidelines and program requirements.
- Recruits Lead Teachers, Senior/Junior Guides for the location assigned. Assists the Executive Director with hiring process.
- Provides training and orientation for employees and volunteers at least three days before the start of the program.
- Schedules and conducts staff meetings, for the purpose of discussing the progress of TerraTime, the needs of individual children, lesson planning, program evaluation and problem solving.
- Works closely, cooperatively and amicably with all team members.
- Provides performance evaluations of Lead Teacher annually.
- Assigns team members an opportunity to participate in peer evaluations annually.
- Works with the Lead Teachers to schedule, plan and coordinate TerraTime programming.
- Provides materials, equipment, and supplies needed to implement programs (or purchase as necessary, within budget). Seeks Executive Director approval for unbudgeted expenses.
- Establishes and maintains inventory of supplies & equipment.
- Maintains up-to-date records and reports, delegating responsibility to Lead Teachers as needed.
- Assists with the selection and assignment of students to teachers/guides.
- Provides child medical and emergency contact information to Lead Teachers.
- Oversees physical space to maximize independence of children, provide a safe and stimulating environment, enable effective use of space, and provide an attractive and welcoming environment.
- Ensures that TerraTime child rations remain 1:6 (under 5) or 1:8 (over 5) and, if not, make the necessary changes to remain in compliance. Remain on duty if necessary to assure recommended child:staff ratios, even if beyond scheduled shift.
- Participate personally in camp activities to the extent necessary for proper awareness and supervisory function.
- Responds immediately and decisively to all reports of difficulties related to health, behavior and other problems, according to procedures established by TerraTime.
- Handles emergency situations in conjunction with the Lead Teacher.
- Shows decisiveness in dealing with child-related incidents; make decisions based on thorough understanding of health and safety policies. File accident reports and follow emergency procedures.
- Writes notices and up-to-date information about program activities; send email reminders as needed.

- Coordinates parent volunteer activities.
- Correspond with vendors, parents, and volunteers and handles their questions, problems and concerns.
- Notifies the Executive Director if he/she must be absent or late for any reason.
- Assists the Executive Director in assessing the overall program to identify any changes that need to be made for optimum functioning.
- Seeks advice from the Executive Director when needed.
- Other duties as assigned.

## Qualifications

- Must be at least 21 years of age.
- Hold a degree in Education or related field and a minimum of one year's experience working in a leadership capacity with children. Candidates with an unrelated degree must have two years' experience working with children in a leadership capacity in an educational, summer camp or after-school setting.
- Experience in program development, marketing, business, finance and communications preferred.
- Current First aid/CPR training.
- Excellent communication skills, verbal and written.
- Honesty, integrity and commitment to confidentiality.
- Imagination and sense of humor.
- Has the ability to work independently and know when to request assistance.
- Possesses good leadership abilities and responsibility skills.
- Demonstrates appropriate behavior at all times.
- Patient, enthusiastic, self-controlled and dependable.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Ability to speak, read, and write English.

## Physical Requirements & Working Conditions

The Site Director must:

- Be able to walk, bend, stand, squat or sit on the ground (with children) throughout a 5-hour day.
- Be able to lift children up to 50 pounds.
- Be able to see and hear well enough to keep children safe.
- Be able to physically respond quickly in an emergency.
- Be actively engaged and involved with children outdoors each day; including all ranges of temperatures or humidity levels, subject to safety guidelines.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.