



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: ASSOCIATE TEEN CENTER DIRECTOR

REPORTS TO: Teen Center Director and Engagement Coordinator

FSLA: Non-Exempt

JOB SUMMARY:

At the direction of and in cooperation with the Teen Center Director and Family Engagement Coordinator, the Associate Director will ensure the proper and regular functioning of the Westmoreland Teen Center (WMTC) program on a daily basis including the regularly held academic and enrichment programs. The Associate Director will also be present in the Teen Center Program and be an active leader for members, staff, and volunteers. The Associate Director will also collaborate with the Teen Center Director on the implementation of special programs and disciplinary policies and procedures. The Associate Director will also collaborate with the Director on the identification of individual member's and family needs and work towards addressing those needs through collaboration with family members, educators, and other relevant supports and service providers.

ESSENTIAL DUTIES:

- In the absence of the Teen Center Director, provides fiscal and administrative leadership for planning, organizing, managing, and assessing the WMTC academic and enrichment programs and services to meet the Playmates mission.
- In cooperation with the Center Director, coordinates WMTC programs and services and maintains order and consistency throughout the Center.
- Oversees and supports academic assistance and enrichment staff and volunteers at the Center.
- In cooperation with the Teen Center Director, identifies member and member family needs, and works with school system personnel and other service-providing agencies to address those needs.
- Develops and implements public relations and marketing strategies that will increase the number of students enrolled and retained at the WMTC.
- Ensures guidelines regarding the WMTC are implemented and fulfilled according to the Wayne County 21st Century Community Learning Centers Grant.
- Maintains responsibility for all administrative functions of the WMTC including but not limited to, sign-in and sign-out procedures, enrollment, daily activity logs and incident reports.
- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc.
- Assists with the development and implementation of policies and procedures consistent with Playmates Pre-Schools and Child Development Centers, Inc. to ensure efficient and safe operation of the WMTC.

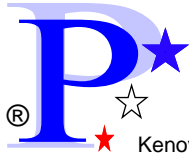
OTHER DUTIES:

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Bachelor's Degree in Counseling, Social Work, or Education from an accredited educational institution and 3 years of experience supervising or working directly with school-age children (preferably adolescents) in an education, extra-curricular, or residential/treatment program; or
- Bachelor's Degree in a related field from an accredited educational institution and at least 5 years of experience supervising or working directly with school-age children (preferably adolescents) in an education, extra-curricular, or residential/treatment program.
- Documentable clinical work, relevant internships, or completion of other course requirements may be substituted for academic or experience requirements.
- Management experience is preferred.
- Experience in an educational setting is preferred.
- Ability to assume a role of leadership with adolescents, volunteers, and staff.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the WMTC concept.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

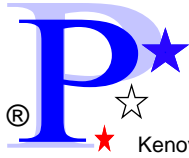
1. As part of the leadership team, provides input into the fiscal and administrative components of planning, organizing, managing, and assessing the Center's academic program and services to meet the Playmates and WMTC mission.
 - A. Assists in the development of goals and objectives for the Center as part of the annual planning and assessment process.
 - B. Assists the Teen Center Director in preparing and monitoring budgets for supplies, equipment, capital projects and facility repair needs.
 - C. Meets financial goals established as part of performance accountabilities.
 - D. Actively participates in evaluation programs to determine the effectiveness, performance, and future needs of the Center.
 - E. Recommends at least one strategy for improving a process for which he/she is responsible.
 - F. Adheres to all management reporting deadlines; advises the Teen Center Director of program needs pertaining to Center operations.
2. Actively assists the Teen Center Director with marketing strategies to increase the number of students enrolled and retained at the Center.
 - A. Publicizes the availability of programs and services to students, community representatives, public officials, and the general public through newsletters, workshops, web page, and public speaking engagements.
 - B. Manages enrollment and registration process.

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- C. Establishes and maintains appropriate customer services procedures and standards.
 - D. Maintains office hours consistent with the needs and philosophy of the Center and Playmates.
3. Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc.
- A. Abides by the policies regarding the safeguard of protected personal, professional, and health-related information of clients and employees.
 - B. Uses and discloses only the minimum required protected client and employee information required to do the job.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: ASSOCIATE TEEN CENTER DIRECTOR

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	

