



## DIRECTOR OF CHILDREN SERVICES JOB DESCRIPTION

**TITLE:** Director of Children Services

**SUPERVISOR:** Senior Director of Programs

**DEPARTMENT:** Camp Davis and Children's Services

**CLASSIFICATION:** Full-Time; Exempt

**PURPOSE:**

The primary purpose of employees in this class is to be responsible for providing leadership and supervision of the After School, PJ Library, and Tot Spot staff and volunteers. They will be responsible for the development, implementation, and ongoing management of a high-quality, engaging, and innovative after-school program. Additionally, they will play a key role in coordinating Tot Spot and PJ Library programming. This role encompasses program development, budget oversight, staff leadership, marketing collaboration, volunteer management, grant writing, and strong communication with parents, children, and other department heads.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in education, recreation management, youth development, or a related field.
- Experience in developing and managing youth programs, preferably after-school or camp.
- Experience in budget development and management.
- CPR and First Aid Certification; or willingness to obtain.
- Experience and knowledge in Camp Minder, My Camp App, Daxko, and/or other administrative software.
- Experience and knowledge in American Camp Association, Department of Human Services, and American's with Disabilities Act policies and guidelines.
- Experience with grant writing preferred.

**PHYSICAL DEMANDS:**

- Ability to lift up to 50 pounds.
- Ability to maintain alertness while sitting, standing, or walking for various lengths of time.
- Extended exposure to sunlight and heat.

**DUTIES & RESPONSIBILITIES:**

- Provide direct coaching, supervision, and leadership for the seasonal and year-round Camp Davis Clubhouse staff, Tot Spot Staff, and PJ Library volunteers.
- Design and ensure effective supervision, training, and development for departmental teams.
- Responsible for the overall development and implementation of innovative and dynamic programs and services offered by Camp Davis Clubhouse, PJ Library, and Tot Spot.
- Responsible for development, planning, and implementation of Children Services programming.
- Provides support to the Director of Camp Davis with summer camp, winter camp, school's day out, and holiday programming.
- Develop and oversee the Children's Services budget ensuring fiscal responsibility and sustainability.
- Communicate and interact regularly with parents and children, fostering strong relationships and addressing inquiries.
- Responsible for community engagement and Pre-K retention initiatives to keep graduating preschoolers in our programs by working closely with Early Childhood Learning Center.
- Regularly goes into the community through programming, volunteering, and other marketing initiatives to retain and find new program participants.
- Collaborate with the Marketing and Communications department to develop a comprehensive marketing plan for publicity and recruitment materials for all Camp Davis Clubhouse programs to ensure cohesive branding.
- Will ensure the compliance and maintenance of all Department of Human Services, American Camp Association, and ADA standards including policies, procedures, records, and documentation.
- Regularly looks for new initiatives and writes grants to support those programming goals and initiatives.
- Facilitates strong partnerships with Jewish organization partners like the Synagogues, Akiva School, Kehillah, JMS, Jewish Family Services, and the Jewish Federation of Nashville.
- Builds strong partnerships with other organizations in the community and facilitates those partnerships to support programming initiatives.

**CRITERIA FOR SUCCESS:**

- Communicates with leadership effectively and in a timely manner.
- Uses excellent customer service skills in order to build a rapport with members, guests, and staff.
- Acts as a professional and responsible member of staff to the Camp and Children Services Committee as needed.
- Works with other Gordon JCC departments to enhance activities and programs.
- Facilitates a positive growth image of the Gordon JCC in the Community.