



Riverhouse Children's Center

Program Director Job Description

Qualifications:

- Bachelor's or Master's degree in a relevant field
- Two years experience in management and supervision (paid or volunteer)
- Two years experience in education, teaching, childcare, child counseling, or related field
- Self-reflective, collaborative, supportive, sense of humor, passionate, flexible, trustworthy, creative, calm
- Must complete background check
- Be professional in both mind and appearance, and have a strong work history
- Excellent written and verbal communication skills with co-workers and parents and ability to create excellent rapport with young children
- Comfortable with giving teachers and aides directions, feedback, and coaching regarding their teaching, cleaning, classroom environment, and use of time
- Standing, walking, stooping, kneeling, pulling, pushing, hearing, talking, and repetitive motion are all physical requirements of the position

Responsibilities

- Staff scheduling for classrooms, including substitutes: daily, weekly, monthly
- Hiring, evaluation, and supervision of all teaching staff including scheduling training, career guidance, and mentoring
- Cooperating with Executive Director and Assistant Director regarding staff meetings, staff appreciation, conflict resolution, and other plans for school improvement
- Management of all teaching staff that ensures compliance with all state and county regulations and all Riverhouse policies and procedures
- Responsible for academic quality; assistance and accountability regarding lesson plans, organized daily schedules that include all aspects of best practices, consistent language and expectations in all classrooms
- Create and manage programs that enhance children/family's experiences including music, storytelling, yoga, parent/family events, etc.
- Additional duties as assigned

Work Schedule

32.5 hours per week, Monday through Friday, with occasional attendance at weekend and evening events required. Also, receive and send texts after hours to teachers as needed.

In-office hours are primarily 11 AM-5:30 PM, though hours may vary as needed to cover

Reports to: Executive Director

Compensation: \$24-26/hour

Retirement with Simple IRA offered through American Funds/Capital Group - matching 3%

Health care through Durango Primary Care

Dental benefits through Delta Dental

Paid sick leave, PTO, and 50% average wages for 5 holiday weeks

Professional and mental health coaching

Please submit your resume and cover letter to sbishop@riverhousecci.org.