



## Job Description

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**POSITION TITLE:** Assistant Center Director

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### I. JOB SUMMARY

The Assistant Center Director along with the Center Director supervises the organization's daily operations, ensuring all programs function efficiently and effectively. These programs include the Licensed Childcare Program and the Client Assistance Program. The position requires experience working with diverse staff and client populations and supports the Center Director in overseeing the UCC community center. The Assistant Center Director will work closely with the community and local schools, volunteers, funders, and other government and private entities.

**EMPLOYMENT STATUS:** Full-time position.

**PAY RATE:** Starting at \$17.50 an hour plus benefits (final compensation may vary based on experience).

### II. JOB RELATIONSHIPS

- A. Reports to Center Director
- B. Responsible to: Center Director, Program Director, COO, and CEO
- C. Personnel Supervised: All employees at the community center volunteers, and visitors.
- D. Interrelationships: All Center Staff, children, parents, childcare licensing and management services staff, volunteers, visitors, and administrative staff

### III. EMPLOYMENT STANDARDS

#### A Level of Education:

Preferred Bachelor's or Associate's degree from an accredited college or university with 12 credit hours of child development or early childhood education and 9 hours of business or equivalent work experience; ability to meet or work toward the State of Texas Childcare Director Qualifications.

#### B Other requirements

Possession of a valid Texas driver's license, maintain current auto liability insurance and safe driving record.

#### C Level of Experience:

A minimum of 2 years of work-related experience in a licensed childcare facility.

**D Knowledge and Skills:**

- Ability to organize:
  - Reports, folders, and papers in a fashion that is understandable, retrievable, and neat
  - Safety of all children
- Understand the principles and practices of social, athletic, cultural, and educational programming
- Computer skills, including accuracy in data entry and data editing in Word, Excel, and Access; use email and web-based calendars
- Drive vehicles safely and ensure safe upkeep of agency vehicles
- Supervisory principles and practices
- Child development
- Strength-based discipline methods
- Positive interactions with children and families
- Excellent verbal and written communication skills

**E. Interpersonal and Professional Skills and Abilities:**

- Represent UCC in the neighborhood and community, upholding the mission and values
- Consistently follows supervisor's instructions
- Train and lead staff/volunteers in a strength-based intervention with children
- Develop a trusting relationship with center staff, children, families and clients
- Respond to supervisor and administration in a professional manner
- Intervene with upset or demanding clients in a strength-based fashion, upholding the respect and dignity of all clients
- Effectively utilize the Servant-Leadership model, being willing to fill in as needed in any position at the Community Center as needed
- Serve as acting Center Director in the absence of the Center Director
- Support the Director in administratively overseeing all activities at the Center
- Effectively interview job applicants to determine the right fit for each vacancy or volunteer position
- Effectively and courteously interact with multiple and diverse cultural, socio-economic, and religious populations, including inner-city populations and undocumented residents
- Show respect and courtesy to all clients, customers, staff, and administration at all times
- Utilize sound judgment in decision-making, reacting calmly in emergencies and evaluating all facts of a situation when making decisions
- Consistently maintains confidentiality of staff, clients, and volunteers

**IV. RESPONSIBILITIES AND DUTIES****1. Center Environment**

- Maintains and monitors childcare, UCC food pantry, and all other areas.
- Helps to ensure Centers and agency vehicles are kept neat, clean, and safe
- Compliance with childcare regulations is sustained
- Reports the status and maintenance needs of the Center, vehicles, and property to the Center Director
- Requisition and maintain an inventory of supplies and materials
- Ensures the highest level of Customer Service is carried out by each staff, visitor, and volunteer working in Childcare

## 2. Staff Supervision

- Responsible for conducting 1<sup>st</sup>- level interviews and training qualified staff to meet childcare requirements of the licensed childcare program
- Ensure orientation and training for all staff and volunteers before implementation of duties
- Conduct regular childcare staff meetings, keeping agendas and documentation of items discussed
- Ensure all required paperwork is completed and filed with the administration before volunteers or staff assume duties
- Ensure regular supervision of childcare staff and volunteers
- Document meetings with staff, including items discussed.
- Objectively evaluate the performance of staff under their direct supervision and recommend salary adjustments, promotions, etc., as appropriate
- Recommends disciplinary action of staff under their direct supervision as needed
- Completes staff evaluations by the due date in coordination with the Center's Director
- Monitors and recommends approval of staff time off to ensure continuity and quality of programs are not negatively affected
- Ensures staff completes assigned duties; hold staff accountable for such
- Ensure staff are conducting programs by direction and guidance of the Program Director
- Ensures proper working conditions and adequate supplies and equipment for staff members and program participants
- Adheres to UCC policies and procedures in supervising staff

## 3. Accountability to Supervisor / Administration / Administrative Duties

- Responsive to supervisor's or other administration requests within the given timeframe
- Process all requests for funding through Center Director
- Ensure childcare students write Thank You notes promptly and process them through the Marketing & Communications Director or Program Director
- Reports to all meetings as requested by the administration on time and participates appropriately, sharing ideas and thoughts
- Place all events on the shared calendar, including staff meetings, outside speakers, field trips, special events, tours, and parties
- Completes comprehensive daily calendar for all classes
- Receive approval before starting new programs or events
- Facilitate regular, concise, thorough, and accurate communication with the Center Director and Administration, keeping the supervisor updated and informed
- Participate in ongoing training and implement philosophies as requested
- Assumes additional responsibilities and duties as requested by the administrative staff
- Be responsible for proper care, use, and safe storage of all equipment/supplies issued to a childcare program, including electronic equipment, computers, telephones, and cellular phones

## 4. Work as a team

- Involve staff in the quality improvement efforts of childcare
- Offer active participation in all staff and Assistant Center Director meetings
- Consider the needs of all the Centers when obtaining resources
- Have staff trained to cross-cover for each other
- Have staff share ideas with staff from other Centers
- Develop an atmosphere of open participation and communication among all staff

- Cover duties for absent workers when needed in any program

#### 5. Reports and Financial Accountability

- Maintains and oversees maintenance of timely and accurate reports: Microsoft Office: Excel spreadsheet, Word Document for general use, PowerPoint for presentations.
- Checks spelling on all documents, reports, and emails
- Ensures financial accountability of all funds passed through petty cash paperwork and ProCare
- Collects childcare payments and parent financial statements, with appropriate documentation using ProCare
- Ensures checks and balances are followed for deposits.

#### 6. General:

- Observes all UCC agency and program policies and procedures in all areas of employment and responsibilities and incorporates updates as directed
- Follows verbal and written policies for programs and procedures
- Continually strives to improve management skills
- Assumes additional responsibilities and duties as requested by the administrative staff
- Treat all students, clients, staff, and families with respect and dignity
- Be a good steward of the time and resources entrusted
- Demonstrates good judgment – always strives to do the right thing
- Discourages gossip – encourages staff to uplift each other and resolve differences between themselves, becoming involved in the resolution when necessary
- Encourages teamwork among staff; works as a team with other Center Directors, Program Staff, Administration, and Volunteers
- Continually strives to improve services
- Participates in hiring decisions that include evaluating potential staff's passion for the mission
- Utilize evidence-based practices instead of continuing practices solely based on tradition
- Lead, mentor, and develop staff to provide services at the highest quality level
- Maintain confidentiality of clients, clients, and agency proprietary information
- Ensures proper care of all equipment assigned individually or to the Center (exp, computers, cell phones, fax machines, copiers, printers, cameras)
- Covers duties not only in other programs as assigned but also in other Centers

#### V. WORK ENVIRONMENT:

Agencies are located in Fort Worth neighborhoods. Most programming is indoors, but there are outside activities and trips where an agency or personal vehicle is used.

#### VI. JOB RELATED EQUIPMENT/MATERIALS/TOOLS USED:

Office equipment, including, but not limited to, fax machine, copier, calculator, computer, telephone system with voice mail, agency vehicles, and cellular phones.

**INTERESTED:** Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume or request an application from Center Director of Interest:

**Sam Chavez**

Polytechnic Center Director

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