



### **Kids Clubhouse Childcare Director**

Boys & Girls Clubs of Newport County, Inc.  
Newport, RI 02840

The Kids Clubhouse Childcare Director is responsible for planning, directing and supervising all operations, programs, staff and partnerships for members ages five through sixteen who are enrolled in the Kids Clubhouse childcare program in Newport, RI. This person will be responsible for creating an environment that is safe, structured and engaging for our Club members.

**Position Type:** Full-time

**Positions Available:** 1

#### **Job Requirements**

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- Minimum of 2 years' experience in youth development required
- Bachelor's degree or higher in a youth development related field required
- Citizenship, residency or work VISA in the United States required.

#### **Experience:**

- Demonstrated organizational, staff and project management abilities
- Demonstrated ability to supervise staff and youth
- Ability to interact with the public in a professional manner
- Ability to plan, originate, organize, and carry out daily and special programs
- Marketing experience – to develop and execute marketing strategy to maximize program enrollment

#### **Job description/duties**

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#### **PRIMARY FUNCTION:**

Under the direction of the Director of Program Services & Outreach, the Kids Clubhouse Childcare Director is responsible for supervising program staff in our Kids Clubhouse program (Licensed Childcare for youth ages 5-12), overseeing all program operations and implementing a quality and comprehensive program plan utilizing tools and strategies set forth by the Boys & Girls Club of America and local organizations.

#### **KEY ROLES**

1. Oversee the implementation of a quality and comprehensive program plan utilizing tools and strategies set forth by the Boys & Girls Club of America, local and federal funders and the RI Department of Education.
2. Work with the Director of Program Services and Outreach to ensure that programs are properly supervised, staff are appropriately trained and are equipped with the supplies needed to implement a high quality experience.
3. Ensure a safe and respectful environment. Orient members to club rules, expectations, and emergency/safety protocols. Ensure all safety equipment and supplies are inventoried, stocked and in its assigned location. Address all issues in a timely manner.

4. Work with local school districts to ensure maximum enrollment of youth. Collect and aggregate data through MTS and club develop dashboards to demonstrate success
5. Oversee behavior management processes and implement an incentive plan to motivate youth to participate in programs/services, act responsibly and improve skills that impact youth success. Create an environment that highlights member achievements.
6. Define, develop, track and monitor KCH goals related to quality, attendance and revenue and implement a plan to achieve stated goals
7. Ensure program and staff abide by the Department of Children, Youth and Families (DCYF) regulations for licensed childcare. Compile all required documentation.
8. Assist in the evaluation of club-wide programs and services. Evaluations include the Formula for Impact, National Youth Outcomes Initiative and RIPQA.
9. Assist with the hiring and supervision of program providers and staff.
10. Ensure planned activities, scheduling and operations align with budget and grant expectations.
11. Establish and maintain contact with vendors, local business, housing developments and others to publicize programs
12. Lead summer camp and/ or summer learning programs that benefit KCH participants
13. Other duties as assigned

### Welcome to the Boys & Girls Club of Newport County

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The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to more than 1,800 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for youth, adults and families. Programs include after school licensed child care, homework help, a teen center, summer camp, aquatics, a fitness center, dance, technology, music and fine arts.

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#### **Contact Information:**

Email resume and cover letter to:  
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