



**Job Title:** Afterschool/Summer Camp Regional Director (Full-time)

**Department:** Afterschool

**Position Summary:**

This Regional Director position is a year-round, full-time, salaried position that exists to lead in our After School program and our Summer Camp Program. The Regional Director role is a high impact position and is responsible for ensuring high quality programming, building strong, meaningful relationships with families, school administration, and the surrounding community. This role identifies opportunities for growth and improvement within the region of schools and is a problem solver with a committed to execute High 5's vision of superior programming. The Regional Director position requires an active Child Care Directors Credential.

**Duties and Responsibilities:**

- Collaborate and communicate effectively with school administration, staff, families and community members
- Complete all required training, required continued education courses in the field of Afterschool childcare and to maintain an active Child Care Directors credential
- Manage, inspire and train Site Directors and ensure regulatory compliance guidelines of Child Licensing are being enforced at each High 5 off site school location
- Responsible for student retention and family satisfaction, and meeting budgetary goals
- Meet regularly with afterschool staff, school staff and administration to ensure positive afterschool experience and superior programming.
- Report pertinent information for each of your sites to CEO and/or VP of Operations on a weekly basis
- Maintain accurate and updated records and licensing documentation

**Qualifications:**

- Active Child Care Directors Credential (Required)
- Associate or bachelor's degree or Experience Equivalent (Required)
- Minimum of at least 3 years' experience in Child Care or Child Development Field (Required)
- Satisfactory Level 2 Background Check (Required)
- Proficiency in Microsoft Office, Excel, and Outlook (Required)
- Excellent interpersonal and problem-solving skills (Required)
- Experience in hiring, training and/or coaching (Preferred)

**Skills:**

- Develop and implement long-term strategies that align with High 5 goals
- Provide oversight of day-to-day operations across multiple school sites, and to ensure efficiency and consistency in High 5 policies and Child Licensing compliance
- Make critical, quick decisions under pressure; and address operational or staff performance issues, while providing exceptional customer services to afterschool families
- Demonstrate proven ability to manage regional budgets, control costs, and maximize net profitability
- Act as a liaison between off site High 5 staff, school administrators and the High 5 leadership team, while also cultivating relationships with students, families, and community partners

Expectations:

- Model, reinforce and abide by the High 5 Mission, our core values and to adhere to all High 5 policies and procedures
- Be accepting of all children, parents and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation and treat each person with the utmost of respect
- Build positive, meaningful and caring relationships with parents, children and the High 5 team
- Attend all meetings pertinent to this position and promote and participate in external High 5 events throughout the year (i.e. family engagement nights, fundraisers, etc.)
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Arrive on time to scheduled meetings/events and wear High 5 Uniform to each shift
- Keep all required certifications current (i.e. First Aid, CPR, AED, Child Licensing Training, etc.)
- Communicate all concerns to the VP of Operations and/or CEO, as necessary

I have reviewed the above job description and hereby attest that I can meet all the requirements outlined. I also acknowledge that the above job description is not all encompassing, and High 5 reserves the right to change these duties at any time during my employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Location:** High 5 Main Site
- **Shift:** Monday through Friday
- **Type:** Full-time
- **Compensation:** Competitive Salary based on experience
- **Benefits:** May include health, dental, and vision insurance; paid time off; holiday pay; and a 401(k) plan