



Job Title: Regional Director

Department: After School & Summer Camp

Position Summary:

The Regional Director role is a year-round, full-time, salaried position that exists to lead in the After School and Summer Camp Programs. The Regional Director is in a high impact position combining equal parts, relationship management and client satisfaction. Overseeing multiple elementary after schools' sites, the Regional Director will ensure high quality programming, while working to establish and build strong, meaningful relationships with families, school administration, and the surrounding community. This role needs to identify opportunities for growth and improvement within the region of schools as well as problem solve and execute High 5's vision of superior programming. The Regional Director must have an active Child Care Directors Credential.

Duties and Responsibilities:

- Communicate effectively with school administration, staff, families and community members
- Complete all required training and credentials
- Ensure that the Site Directors complete all required training and credentials
- Accountable for customer retention and satisfaction
- Meet regularly with after school staff, school staff and administration
- Report daily on pertinent information for each of your sites
- Maintain records and licensing documentation

Qualifications:

- Child Care Directors Credential
- Excellent interpersonal and problem-solving skills
- Experience in the child development field
- Satisfactory background check
- Computer proficiency in windows operating system

Skills:

- Commitment to HIGH 5's Mission and Core Values
- Highly motivated, enthusiastic, and organized individual
- Ability to communicate effectively, solve problems and think critically
- Ability to cultivate a positive program culture
- Leadership/management experience
- Exceptional conflict resolution skills and ability to multi-task

Expectations:

- Be accepting of all students, parents and staff without regard to race, creed, religion, socioeconomic status, or sexual orientation
- Model, reinforce and abide by High 5's core values, mission, vision, policies and procedures always.
- Build positive, meaningful, and caring relationships with families, school administration, and High 5 staff.
- Be knowledgeable and up to date on all licensing requirements to ensure you and your staff are compliant.
- Communicate regularly on program updates and developments.
- Attend all meetings pertinent to this position
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Be knowledgeable and adhere to all policies and procedures
- Keep all required certifications current (First Aid, CPR, AED, child licensing training)
- Perform additional tasks as needed or requested
- Always wear appropriate staff shirts and clothing
- Report to all scheduled shifts on time
- Be knowledgeable and adhere to all policies and procedures
- Perform additional tasks as needed or requested
- High 5, Inc. is a drug free workplace!

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: _____