

# The Salvation Army Anchorage Corps Community Center



## Job Description

**Position Title:** Child Care Center Administrator  
**Supervisor:** Corps Officers  
**Status:** 25-29 hours a week; \$20-\$22/hour DOE

### The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Qualifications:

1. Education
  - Must have H.S. Diploma or GED
  - Must have at least 12 semester hours of college credit in early childhood development, child development, child psychology, or the equivalent, or hold a current CDA credential, or Montessori Certificate
2. Work/Professional Experience
  - Must have the management and supervisory skills necessary to select and supervise personnel, including delegation of responsibility and motivation of staff
3. Other
  - Must be at least 21 years of age
  - Must possess, or be able to obtain within 6 months, a CPR/First Aid certification
  - Must possess, or be willing to obtain, valid AK Food Handlers Card
  - Must possess excellent written and oral communication skills; be able to communicate effectively to both internal and external audiences
  - Must have a valid Alaska Driver's License and be able to drive Salvation Army vehicles; must obtain CDL within 6 months of employment
  - Must have completed, or be willing to complete, PTM (Protecting the Mission) training through The Salvation Army

### Scope of Position:

The Child Care Center Administrator manages the local operations of the Anchorage Corps Community Center's After School and Summer Day Camp Programs. This includes supervision of the staff and logistics of the day to day operations. In this position, the Child Care Center Administrator will maintain licensing and Alaska Department of Public Health regulations, plan and implement with After-School and Day Camp staff, and track supply needs. The Child Care Center Administrator is responsible to ensure proper record keeping, parental permissions, program goals, policy manuals, outcome documentation, and health and safety standards; as well as billing and collecting payments from parents and other agencies.

### Knowledge, Skills, and Abilities Required:

- **General:** Effective verbal and written communications, ability to multi task. Must be able to read, write and communicate in English. Must have ability to work and relate well with people. Must have a positive attitude toward helping and fostering children in their development.

- **Organization:** The ability to create and maintain a directed schedule and communicate that schedule with staff. Individual must be self-motivated and determined to complete tasks. This position must be responsible, detail oriented, and be able to take projects from beginning through completion.
- **Professional:** The ability to work in a distinctively Christian environment. The ability to interact with co-workers and the public in a positive, professional manner in conformity with The Salvation Army Mission Statement. The ability to work with people of diverse backgrounds and circumstances. Able to work with limited supervision, and work in a team setting with other professionals. Exercise good judgment and comfortable taking initiative with projects.
- **Equipment:** Motor vehicles, telephone, computer, copy/fax machines

### **Essential Duties and Responsibilities:**

- Administer programs to ensure they meet or exceed the legal requirements for staffing, facility, nutrition, safety, etc. regarding Alaska Department of Social Service's and Alaska Department of Human Services Child Care Licensing rules and regulations
- Ensure documentation complies to meet the State of Alaska licensing standards
- Report official incidents, record and process information with the Corps Officers and Divisional PTM Director
- Supervise counselors and manage daily enrichment activities
- Communicate professionally with staff and parents
- Strong skills managing multifaceted programs resulting in measurable successes and program growth
- Promote, collaborate, and market by attending community gatherings, and establishing relationships with neighborhood schools within the ACCC area
- Be responsible for billing and collecting payment from parents and other agencies
- Maintain a working budget for the After-School and Day Camp programs
- Keep track of all stats within After-School and Day Camp programs
- Communicate with outside sources to plan field trips, special guest visits, etc.
- Keep track of supply needs and place orders
- Track and submit meal count information to appropriate agency
- Provide training opportunities for staff
- Will keep camper and staff issues confidential. Do not share issues with other campers, parents or patrons, news organizations or staff who are not involved
- Will interface respectfully with staff, officers and customers of various socio-economic backgrounds.
- Provide information and answer questions about all available programs at ACCC
- Maintain a safe working environment: report all facility defects/problems to Corps Officer
- Enforce all rules that pertain to the camp, children's program, and facility on a consistent basis
- Assist in emergencies or treatment of injured participants or staff. Follow up with completion of appropriate paperwork as directed
- Provide needed guidance for staff in the development of lesson plans for various lessons/activities
- Drive ACCC vehicles, as needed, to transport campers during off-site excursions
- Follow all ACCC and Salvation Army fleet procedures while driving and inspecting vehicles
- Follow and ensure adherence to The Salvation Army Policies and Procedures
- Maintain the Code of Ethics policy
- Perform other assignments/duties as directed

### **Physical Requirements:**

- Must be able to perform tasks of a repetitive nature without diminished performance
- Must be able to carry up to 40 lbs. for short distance
- Must be in excellent physical and mental health, capable of meeting the demands of the gymnasium and athletic field programs
- Must be physically able to give emergency care if a situation arises

- Must be able to walk, bend, stoop, squat, twist body, stand for short/long periods of time, kneel push, pull, have sense of touch, reach, grasp with hands and fingers, climb stairs, close vision, distance vision, smell, talk, hear, have eye-hand coordination, have manual dexterity, speak and read English and work in noisy areas
- May walk or stand on varied surfaces
- Will require occasional work outdoors in all types of weather conditions

**Working Conditions:**

- This position may have frequent phone and in person contact with people from diverse backgrounds who may be angry, hostile, confused or frustrated
- Must be prepared to handle chemicals in a safe and appropriate manner as outlined by OSHA and MSDS standards
- Some camp programs may require the use of chemicals during projects or clean up. The person in this position must be prepared to wear appropriate safety materials when handling chemicals, including face masks, gloves, aprons and respirators as needed

**This position has access to confidential and private information. It is essential that confidentiality and privacy be observed.**

**Miscellaneous:**

The candidate chosen for this position will be required to have fingerprints taken and pass a criminal history information check. Conviction of a crime will not automatically preclude employment. The circumstances involved in the conviction(s) will be considered.

The candidate chosen for this position will be required to pass a motor vehicle record check. They must have a valid Alaska driver’s license and acceptable driving record.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

It is expected that each employee will be familiar with The Salvation Army Western Territorial Handbook for Employees. Questions regarding its contents can be directed toward the Immediate Supervisor or the Human Resources Coordinator.

**Dress Code:** Adhere to dress code at all times – (1) professional work attire; (2) when accompanying programs on field trips, etc, Salvation Army t-shirt/polo (will be provided), athletic shoes, long shorts/pants with no holes

The Salvation Army provides a smoke and drug free work environment in its facilities and vehicles for all employees and volunteers.

The Salvation Army reserves the right to revise or change job duties and responsibilities as the need arises.

I have read the description for the position of **Child Care Center Administrator**. I acknowledge my understanding of this and am able to conduct myself in accordance with its purpose.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corps Officers

\_\_\_\_\_  
Date