



JOB DESCRIPTION

MANAGER, FAIRBANKS PROGRAM FAIRBANKS

CAMP FIRE USA ALASKA COUNCIL

FLSA STATUS: Exempt – Full Time
REPORTS TO: Director of School Age Programs
SUPERVISES: Lead Site Director and Program Staff

POSITION DESCRIPTION

Manages the school age programs in Fairbanks; represents Camp Fire USA Alaska Council to community partners; advocates for families, child development programs and opportunities and effective collaborations.

ESSENTIAL FUNCTIONS

- Provide visionary leadership on program growth in the community
- Represent Camp Fire and develop collaborative relationships with partner community agencies including United Way, Alaska Housing Finance Corporation
- Participate in management of grants and contracts including research, development and presentation of proposals
- Facilitate advocacy efforts in the local community that support the mission of the council
- Provide assistance and support to Board members as directed by the CEO
- Work in partnership with a Lead Site Director to provide supervision and guidance to the Fairbanks out of school time programs and staff
- Ensure all programs meet the highest standards of quality, safety, risk management and emergency procedures
- Oversee all systems of inspection and assessment through regulatory agencies as well as Camp Fire's internal management systems to ensure compliance
- Provide leadership on quality issues related to program
- Oversee systems for individual program goal setting, assessment and evaluation
- Research and develop new resources that strengthen relationships to ensure community and financial support
- Participate in the development and management of the budgets for Fairbanks programs
- Collaborate with the Council's Development, Operations and Finance Departments
- Collaborate with the Council's Administrative Manager in the management of the office including scheduling office hours, customer service, image, and daily operations
- Exemplifies the Council's value statements, vision and mission in all actions, communications and relationships
- Other related duties as assigned

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Manager – Fairbanks Program

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KNOWLEDGE/SKILLS

- Knowledge of youth development, child care and school-age care programs and issues
- Knowledge of quality standards, regulations and accreditation systems preferred
- Excellent communication and presentation skills; ability to persuasively communicate the vision, mission and values of Camp Fire to diverse groups
- Ability to work collaboratively with community agencies and partners
- Ability to work productively as a member of a team
- Confident, business-like and professional presentation acting as a positive role model

QUALIFICATIONS

- Bachelor's degree in Education, Early Childhood, Recreation, Child/Youth Development, Humanities, Psychology, Social Work or other related field. Equivalent work experience will be considered to meet part of this requirement
- Master's level preferred
- Minimum of two years successful work experience in program administration in youth development, education, child care or a related field
- Demonstrated leadership experience
- Excellent organizational and interpersonal skills including a positive attitude, flexibility and a sense of humor

Camp Fire USA Alaska Council is an Equal Employment Opportunity employer