



NOW HIRING

Early Childhood Director

DEPARTMENT: Early Childhood Program

HOURS PER WEEK: 40 hours/week- Full Year

PAY RANGE: RM2/L1

POSITION DESCRIPTION

General Scope of Duties:

The **Early Childhood Director** is responsible for the support, development, implementation and operations of department services and advancing the community reach of those services. You work in partnership with the Chief Executive Officer (CEO), and other members of the senior management team to lead the corporation to assure compliance with the mission, goals, and strategic objectives. The Director is responsible for the continuation and compliance with program contracts including Head Start/Early Head Start and required Licensing Standards. Responsible for the overall management and leadership of the Early Childhood Program to ensure that program requirements, regulations and outcomes are met and assures consistent policies and procedures are in place for program operations. This is a supervisory position with the primary duty of overseeing all operations and staff related activities in support of client, and community needs for quality early childhood programming while supporting the increased self-sufficiency of families living in poverty or managing very low incomes. The position supports agency functions by providing consultation, training, and support in the area of expertise.

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five years of management experience relevant to human services program management with progressively responsible experience.; seven years preferred.
- Three years of successful supervisory experience and responsibility.
- Experience in management, administration of human service programs, community organizing, program and budget development, and financial management.
- Knowledge of and ability to interpret and implement State and Federal regulations.
- Must have excellent oral and written communication skills including the ability to communicate effectively with staff, families, funders, and community partners.

- Broad knowledge of Child and Family Services, Early Education, Child Development and or social Services required.
- Experience in supervision of staff, fiscal management and program development required.
- Background in early childhood (ages 0-5) and family services preferred.
- Experience in nonprofit management.
- Excellent organizational/time management skills.
- Abilities to conceptualize, propose, and implement new programming.
- Performance and results-oriented with ability to understand the broad picture and an analytical approach to problem solving.
- Ability to set priorities and manage multiple and diverse projects simultaneously.
- Cultural sensitivity and awareness for marginalized populations.
- Ability and experience in engaging families in shared decision making.
- Demonstrated leadership skills, team building, human resources skills.
- Proficient in Microsoft office products including Word, Excel and Outlook.
- Demonstrated ability to work with computers and related software including word processing, spreadsheet applications required. Experience with database applications preferred.
- Grant writing experience preferred.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's degree required in related field; Master's degree preferred. (e.g. public administration, social work, human services management, child development, Education etc.)

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.