

Position Title: LEAPS SACC Program Director  
Reports To: Chief Executive Officer  
Status: Part-Time, Non-Exempt  
Location: Morristown Central School 408 Gouverneur Street Morristown, NY  
Hours: Estimated at 25 - 30 hours per week, 45 weeks annually

#### About the LEAPS SACC Program

Working in partnership with Morristown Central School (MCS), United Way of Northern New York (UWNNY) coordinates school age childcare (SACC) programming. The program is funded through a NYS Office of Children and Family Services (OCFS) Learning and Enrichment After School Program Supports (LEAPS) grant and is funded for a five-year period, September 1, 2024 through August 31, 2029.

#### Position Description

The SACC Program Director is responsible for overseeing the daily operations, program development, and staff supervision for the LEAPS extended day and summer program in collaboration with Morristown Central School. This role ensures the program meets Office of Children and Family Services (OCFS) regulations while providing a safe, engaging, and enriching environment for children.

The position requires a high degree of enthusiasm, dependability, and passion for working with children and experience in childcare program management, staff supervision, and community engagement.

#### Essential Duties and Responsibilities

##### *Program Leadership & Administration*

- Manage the daily operations of the SACC program, ensuring compliance with OCFS rules and regulations.
- Plan and implement structured, developmentally appropriate activities that support literacy, recreation, and social-emotional learning.
- Ensure accurate program documentation, including attendance records, incident reports, and compliance documentation.
- Maintain open communication with UWNNY, school personnel, parents, and community partners.
- Serve as a liaison with Morristown Central School, attending planning meetings as needed.

##### *Staff Supervision & Development*

- Supervise and support program staff, providing ongoing training and professional development.
- Ensure all staff maintain the required certifications, including CPR and First Aid.
- Schedule and oversee staff to always ensure the appropriate student-to-staff ratios.

### *Safety & Compliance*

- Ensure the health, safety, and well-being of all students by implementing best practices in supervision and risk management.
- Oversee student arrival, departure, and transportation logistics, ensuring smooth coordination with school staff and parents.
- Maintain OCFS licensing requirements and adhere to Department of Health regulations.

### *Family & Community Engagement*

- Provide regular communication to families, including quarterly program calendars and updates on special events.
- Develop and maintain community partnerships to enhance program offerings.
- Promote multiculturalism, literacy, and family involvement through program activities.

### *Other Responsibilities*

- Order and maintain program supplies and equipment as needed.
- Participate in meetings, training sessions, and special events hosted by MCS, UWNNY and school partners.
- All other duties as assigned.

### Education and Experience Required

Qualified candidates for the position will possess the following:

- Associate's degree in child development, elementary education, physical education, recreation, or a related field

OR

- NYS Children's Program Administrator Credential, School-Age Child Care Credential, or other OCFS-approved credential

OR

- Two years of college (with at least 18 credits in relevant coursework)

### Additional Requirements:

- Minimum 2 years of experience working with children under 13.
- Minimum 1 year of supervisory experience in childcare or education setting.
- Strong interpersonal and leadership skills.
- Ability to work in a fast-paced and flexible environment.
- CPR and First Aid certification (or willingness to obtain upon hire).

### Competencies

- Leadership & Decision-Making
- Relationship Building & Collaboration
- Effective Communication
- Program Development & Implementation
- Safety & Risk Management
- Adaptability & Problem-Solving

- Staff Supervision & Development
- Community Engagement & Advocacy
- Organizational & Time Management Skills
- Mission-Driven Mindset

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, walk, and move throughout indoor and outdoor program areas.
- Must be able to actively engage with children, including bending, kneeling, sitting on the floor, and participating in physical activities.
- Ability to lift and carry program supplies, equipment, and occasionally children (up to 40 lbs.) as needed.
- Regular use of hands for writing, typing, handling small objects, and performing administrative tasks.
- Requires clear verbal communication, active listening, and the ability to supervise children in both structured and unstructured settings.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date