



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

Job title	Learning Center Supervisor- Two Rivers Activity Center
Reports to	TRAC Facility Manager
Salary Range	\$35,000-\$45,000
Classification	Supervisory Exempt

Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

Job Summary

Under the general supervision of the TRAC Facility Manager the Learning Center Supervisor will manage an organized, purposeful program, including a safe, healthy, hazard free environment and a well-planned curriculum, by which the needs of children, staff and families are met.

Core Competencies

Family Service

- Interacts with families in a warm and friendly way.
- Listens to understand what families have to say.
- Takes immediate action to meet family requests or needs.

Safety

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

Mission and Values

- Demonstrates personal commitment to the Mission and Values of the facility.
- Makes a decision considering the impact of the decision on other areas.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.

- Regular and predictable attendance is required.

Interpersonal/Communication/Relationships

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

Leadership

- Demonstrates both knowledge and application of TRAC policies, procedures, and guidelines.
- Facilitates and supports change within TRAC and Jamestown Parks and Recreation.
- Demonstrates commitment to continuous learning for themselves and staff.
- Demonstrates and applies continuous quality improvement knowledge and skills.

Management

- Professionalism/Integrity - Models high standards of principles, values, and ethics through policy decisions, professional duties, and personal actions in the organization and the community.
- Leadership/Visualization - Monitors and anticipates changes with the fitness, wellness, and health care industry. Seeks input from others and provides direction to employees; listens and communicates to ensure acceptance and ownership of strategic and operational direction as well as the accomplishment of organizational goals.
- Decision Making/Problem Solving - Gathers information selects the best strategy, implements, and evaluates decisions to assure continuous improvement and contribution to the long-term best interest of TRAC and its constituents.
- Manages Money - Ensures good stewardship of financial resources through generating revenue and/or controlling costs; provides oversight for the financial condition of area of responsibility by managing effectively within budget.
- Manages Employee Resources - Promotes high levels of employee engagement, performance, and retention, and allocates resources consistent with TRAC's mission of service.

Information Management

- Demonstrates skill in accessing, preparing, and using information as relevant to position.
- Verbalizes and demonstrates knowledge of procedures for maintaining security, confidentiality and integrity of employee and member information.
- Demonstrates ability to collect, analyze and present data as appropriate to position.

Equipment

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Diagnoses equipment problems; repairs equipment or seeks out appropriate person to make repairs.
- Consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

Duties and responsibilities

- Develops and monitors Center's annual budget in partnership with TRAC Facility Manager.
- Develops and implements written policies and procedures, with approval from TRAC Facility Manager, for the operation of the Center.
- Maintains records of enrollment, attendance, health, and other required records.
- Accountable for the recruitment, selection, development, and scheduling of the Learning Center staff and for insuring that the employees work as a team in achieving the department and organizations goals. Holds regular and effective staff meetings.
- Maintain necessary information to verify staff members' qualifications and to ensure safe care for the children in the Center.
- Ensure that the Center is sufficiently staffed at all times to meet the child to staff ratios and other supervisory requirements.
- Screen, schedule, supervise, and be responsible for the conduct of staff members while staff members are on duty.
- Maintains and implements Jamestown Parks and Recreation and TRAC policies and procedures and assures they are followed by staff and members.
- Ensure that parents of enrolled children and other interested parties are informed of the goals, policies, procedures, and content of the Center's program.
- Effectively communicate with parents of enrolled children.
- Oversees Center maintenance to include scheduling, reviews and inspects facility, mitigates safety hazards and other potential problems.
- Plan, supervise and conduct daily activities in the Center.
- Participates in the development of the annual business plan and oversees the financial targets for the Learning Center.
- Serves as the liaison to TRAC management team and other departments and staff within the district.
- Perform other duties as delegated by the TRAC Facility Manager

Qualifications

Education:

- Bachelor's degree in the field of early childhood education or child development.
- Bachelor's degree with at least six months' experience in a child care center or similar setting and one of the following;
 - Eight semester hours or twelve quarter hours in early childhood education or child development.
 - One hundred twenty hours of department-approved early childhood training.
 - A director's credential approved by ND Department of Human Services

Experience:

- Minimum of one years' experience working in a child care center with supervisory experience preferred but not required.

Physical requirements

The Learning Center Supervisor shall be an adult of good physical, cognitive, social, and emotional health and shall use mature judgment when making decisions impacting the quality of child care.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk and kneel. Must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct reports

This position is responsible for the direct supervision of;

- Learning Center Teachers
- Learning Center Aides
- Drop In Child Care Attendants

Approved by:	<i>Amy Walters</i> , TRAC Facility Manager
Date approved:	Board approved 2/13/2017
Reviewed:	3/13/2017