



Respite Care Mission Statement: Respite Care, Inc. is a nonprofit organization in Northern Colorado that provides short term, quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.

Respite Care Philosophy: We believe that a child with a disability is a child first and that his or her challenges are secondary. With this mission and philosophy in mind, Respite Care strives to create an interactive, stimulating, and safe environment that addresses the physical, emotional, and social needs of each individual child.

Respite Care Core Values: Responsibility- Dedication and passion for providing exceptional care for children and their families, with creativity and courage.

Community- In collaboration with our community, encouraging engagement, inclusion, and achievement.

Relationships- Showing gratitude and empathy in order to strengthen bonds.

Competency & Knowledge- Seeking learning opportunities in order to provide skilled care, make well-informed decisions, and employ best practices.

Job Title and Description
<p>JOB TITLE: Program Director FLSA CLASSIFICATION: Exempt EMPLOYMENT STATUS: Regular, Full-Time SALARY RANGE: (\$70,000- \$80,000), depending on experience and education WORK HOURS: 40 hours per week, days and schedules may vary REPORTS TO: Executive Director REVISION DATE: 3/22/2024</p>
Scope of Position
<p>The Program Director plays an important role at Respite Care, Inc. The Program Director is responsible for the day-to-day operations of the Respite Care program. This individual leads the Program team and ensures that program operations are in compliance with licensure regulations with the ultimate goal of achieving Respite Care’s Mission. The Program Director ensures that Respite Care is providing the best possible care experience for the children and families we serve.</p>
Key Responsibilities
<ol style="list-style-type: none"> 1. Oversee and manage operations of Respite Care program including: curriculum and programming, enrichment programs, community engagement, staff management, child enrollment, medication program, and volunteer program, with support of administrative team 2. Manage and develop staff, including the completion of annual reviews, supervise and encourage the professional development and training program of the Program admin team 3. Ensure Respite Care is meeting or exceeding state and licensing rules and regulations and is in compliance with Health Department regulations 4. Maintain CO Shines Level 2 and Level 3+ 5. Oversee Universal Preschool state program with support of Program Admin staff 6. Create and maintain a culture of inclusivity, collaboration, excellence, vibrancy and professionalism 7. Foster open communication and collaboration between children, staff, and families

8. Provide monthly update to the Board of Directors
9. Manage program budget
10. Responsible for handling parental concerns beyond the normal scope of the classroom
11. Conduct monthly Program team meetings
12. Participate in community events that are Program related
13. Develop and maintain community relationships with vendors, volunteers, donors, etc.
14. Ensure Policies and Procedures for Family, Staff, and Volunteers are being reviewed and updated as appropriate annually
15. Other duties as assigned

Supervisory Responsibilities

- Program Admin team (Program Administrator, Child Care Manager, Staff Manager, Program Coordinators, Scheduling Coordinator)

Qualifications and Conditions of Employment

1. Belief in Respite Care's Mission, Philosophy, and Values and excitement about the success of our program
2. State of Colorado Large Center Director Qualification
3. At least three years of experience leading teams and managing staff
4. Understanding of staff structure and ownership of organizational responsibilities and decisions
5. Expert in team building and conflict resolution
6. Experience managing and implementing organizational/business goal, an eye for efficiency
7. Have industry knowledge: strong knowledge of state licensing rules and regulations for licensed child care center or willing to become an expert on the topic
8. Bachelor's degree in ECE or related field is highly preferred
9. Public speaking/ability to speak/advocate about Respite Care in the community at booths, schools, events
10. Must be solutions oriented, adaptable, and have a positive attitude

Working Conditions

- Ability to use computers and look at monitors for up to 8 hours per day
- Ability to communicate professionally via email, phone, and in person
- Ability to stoop, kneel, reach, bend at the waist, and lift 50 lbs.
- Ability to sit or stand for up to 8 hours per day
- Must possess a valid, current driver's license and means of transportation

Hours and Time Off

- Must be available to attend staff meetings 1-2 evenings per month
- Must be available to attend occasional evening or weekend events, including staff retreats, fundraising events, trainings, and on call situations
- Time off must be approved in advance by Executive Director

Benefits

- Health insurance partially paid by employer
- Accrued time off
- Life insurance policy
- 401(k) matching opportunity
- 8 weeks paid Parental Leave
- Discounted child care between ages of 6 weeks to the time child is eligible to enter kindergarten
- Sabbatical after 7 years of full-time employment and every 7 years after
- Professional development opportunities
- Incredible work environment and culture surrounded by passionate and invested team members who value the mission of the organization and our role in the community

Equal Opportunity Statement

Respite Care, Inc. provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a coworker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

At-Will Employment

All employment with Respite Care, Inc. is voluntary and is subject to termination by you or Respite Care, Inc. at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, that Respite Care, Inc. will continue your employment for any set period of time.

Additional Duties

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Activities, duties, and responsibilities may change at any time with or without notice with direction from Respite Care, Inc.

Employee signature below constitutes the employee's understanding of the requirements and essential function and duties of the position.

Employee _____ Date _____