

## **PRESIDENT AND CEO (EXECUTIVE DIRECTOR)**

The Executive Director is responsible to the Board of Directors for the administration, fiscal management, facilities, staffing and program development of the Children's Home-Chambliss Shelter, in accordance with the By-Laws and policies of the Board of Directors. The Executive Director provides leadership and supervision for all staff members.

### **Duties:**

1. Carries responsibility for the total operation, management and maintenance of the Children's Home-Chambliss Shelter and its off-campus sites.
2. Insures that the Children's Home-Chambliss Shelter meets the agency goals established by the Board of Directors, in accordance with standards of its licensing agents and funding sources; is accountable for the performance of the Children's Home-Chambliss Shelter, both financially and in terms of services rendered to clients; insures that accurate and complete records are maintained with regard to fiscal and program activities.
3. In conjunction with the Chairman of the Finance Committee of the Board of Directors, prepares the annual budget and assists in the presentation of this to funding sources.
4. Carries responsibility for the employment and dismissal of all staff within the organization.
5. Has ultimate supervisory responsibility for all staff.
6. Signs payroll checks and other checks as directed by the Board of Directors.
7. Assists the Board of Directors in planning the establishment of policies and goals and in on-going decision making.
8. Serves as the representative of the Children's Home-Chambliss Shelter in local, state and national organizations and in communications with funding sources.
9. Provides staff development opportunities for employees.
10. Participates in programs and activities that will further the Executive Director's and the agency's effectiveness in the residential and early childhood education field.
11. Maintains the responsibility for all purchases of supplies and equipment.

### **Minimum Qualifications Required:**

Professional training (a graduate degree) in the childcare field is preferred. In lieu of professional training, the Executive Director will have a Bachelor's Degree in a field related to childcare, job-related experience and administrative abilities.

### **Working Schedule:**

The Executive Director is on call 24 hours per day, seven days per week. Office hours are Monday-Friday, 10:00AM – 6:00PM. Every eight (8) weeks, the Executive Director is off Fridays.

## **DIRECTOR OF OFF-CAMPUS SITES**

Under the direction of the Executive Director, is responsible for the management and supervision of the East Fifth Street Child Care Center, Maurice Kirby Child Care Center, Volunteer Community School, and Newton Child Development Center.

### **Duties:**

1. Ensures that each off-campus center meets the individual agency goals established by their boards of director's, in accordance with licensing standards and funding agents.
2. In consultation with and approval by the Executive Director, carries responsibility for hiring, training, scheduling and dismissing all staff at the Off-Campus Sites.
3. Carries responsibility for the admission of all children into care and discharge of all children from care.
4. Orients, trains, supervises and evaluates all staff at the Off-Campus Sites.
5. Approves all staff leave for employees of the Off-Campus Sites and for the Associate Director of Off-Campus Sites.
6. Provides staff development opportunities for staff at the centers.
7. Is responsible for maintaining all records pertinent to the operations of the centers.
8. Approves all requisitions for the various centers.
9. Maintains responsibility for purchase of supplies for the centers.
10. Works closely with all collaborations partners in order to ensure successful partnerships at the various sites.
11. Attends the scheduled board meetings of all the sites and gives required reports.
12. Participates in programs and activities that will enhance the Off-Campus Site's effectiveness in the child care field.
13. Performs other duties as assigned by the Executive Director.

### **Minimum Qualifications Required:**

A Bachelor's degree in early childhood education and experience in a center-based program, including staff supervision, or other combination of education and experience evaluated as equivalent.

### **Working Schedule:**

Office hours are Monday-Friday, 40 hours (times to vary). The Director of Off-Campus Sites is on call 24 hours per day, seven days per week for the East Fifth Street, Maurice Kirby Child Care Centers, Volunteer Community School, and the Newton Child Development Center.

## **ASSOCIATE DIRECTOR OF OFF-CAMPUS SITES**

Under the direction of the Executive Director and the Director of Off-Campus Sites, the Associate Director is responsible for the management and supervision of the East Fifth Street Child Care Center, Maurice Kirby Child Care Center, Volunteer Community Preschool, and Newton Child Development Center.

### **Duties:**

1. Assists the Director of Off-Campus Sites to ensure that each off-campus center meets the individual agency goals established by their boards of director's, in accordance with licensing standard and funding agents.
2. In consultation with and approval of the Executive Director and Director of Off-Campus Sites, carries responsibility for hiring, training, scheduling and dismissing all staff at those sites for which he/she has day-to-day operating responsibilities.
3. Carries responsibility for the admission of all children into care and discharge of all children from care at those sites for which he/she has day-to-day operating responsibilities.
4. Orients, trains, supervises, and evaluates all staff at the off-campus centers for which he/she has day-to-day operating responsibilities.
5. Approves all staff leave for employees of the off-campus centers for which he/she has day-to-day operating responsibilities.
6. Provides staff development opportunities for staff at the centers for which he/she has day-to-day operating responsibilities.
7. Is responsible for maintaining all records pertinent to the operation of the centers for which he/she has day-to-day operating responsibilities.
8. Approves all requisitions for the various centers for which he/she has day-to-day operating responsibilities.
9. Maintains responsibility for purchase of supplies for the centers for which he/she has day-to-day operating responsibilities.
10. Works closely with all collaborations partners in order to ensure successful partnerships at the various sites.
11. Attends the scheduled board meetings of all the sites and gives required reports.
12. Participates in programs and activities that will enhance the Off-Campus Sites effectiveness in the child care field.
13. Performs other duties as assigned by the Director of Off-Campus Sites and/or the Executive Director.

### **Minimum Qualifications Required:**

A Bachelor's Degree in Early Childhood Education, Elementary Education, or a related field, or other combination of education and experience evaluated as equivalent.

### **Working Schedule:**

Office hours are Monday-Friday 40 hours (times to vary). The Associate Director of Off-Campus Sites is on call 24 hours per day, seven days per week for the East Fifth Street Child Care Center, Maurice Kirby Child Care Center, Volunteer Community Preschool, and Newton Child Development Center.

## **DIRECTOR OF FINANCE**

Under the direction of the Executive Director, maintains financial records for the agency and performs general clerical/secretarial/bookkeeping/data processing duties.

### **Duties:**

1. Assists the Executive Director with preparation of the monthly and annual budgets.
2. Prepares and makes arrangements for all bank deposits.
3. Maintains up-to-date financial records.
4. Prepares all payroll checks and issues all checks after approval by the Executive Director.
5. Checks all invoices and statements and reviews these with the Executive Director prior to his approval for payment. Writes monthly checks for payment of purchases, after approval by the Executive Director, makes appropriate journal entries of these payments.
6. Prepares a monthly financial summary sheet for review by the Treasurer of the Board of Directors.
7. Closes monthly books and arranges for them to be taken to the office of the auditor for the monthly reconciliation and financial statements.
8. Processes all financial transactions and other assigned tasks related to the Children's Home-Chambliss Shelter's contract programs.
9. Maintains up-to-date employee records with regard to job attendance, leave time, insurance and contribution payments, and fringe benefits.
10. Processes all grant claims.
11. Shares responsibility for operating the agency's computer system.
12. Is responsible for benefit enrollment for all new employees.
13. Performs other duties assigned by the Executive Director.

### **Minimum Qualifications Required:**

An associate degree or two years of college in business administration with training and experience in bookkeeping, secretary/clerical training, and computer knowledge and experience.

### **Working Schedule:**

Office hours are Monday-Friday, 8:30AM – 4:30PM.

## **FAMILY FINANCIAL SERVICES COORDINATOR**

Under the direction of the Director of Finance, performs bookkeeping, data processing and support staff responsibilities.

### **Duties:**

1. In liaison with the Executive Director, works with parents of children in care in the area of setting childcare fees.
2. Oversees the collection of all Extended Child Care program fees and maintains all childcare fee payment records.
3. Prepares and submits attendance records for child care contracts and monitors reimbursement through these contracts.
4. Maintains current enrollment, attendance, health and financial records for all children in the Extended Child Care program.
5. Prepares class rosters and submits these to staff as directed.
6. Maintains records for the U.S. Department of Agriculture Food Reimbursement Program.
7. Carries secondary responsibility for accepting and routing to appropriate staff all incoming telephone calls, taking messages as needed
8. Keeps filing, as it relates to the business office, current.
9. Carries backup responsibility for payroll and payables.
10. Performs other duties as assigned by the Director of Finance.

### **Minimum Qualifications Required:**

High school diploma (or its equivalent) and at least five years successful experience in secretarial and bookkeeping areas, as well as with automatic data processing systems.

### **Working Schedule:**

Regular office hours are Monday-Friday, 8:00 AM – 4:30 PM. A 30-minute non-paid lunch break is included.

## **ADMINISTRATIVE COORDINATOR**

Under the direction of the Associate Director, performs general reception/clerical duties.

### **Duties:**

1. Carries primary responsibility for accepting and routing to appropriate staff all incoming telephone calls, taking messages as needed and greets visitors to the agency, accepts donations and locates staff as needed.
2. Receives and receipts all childcare fee payments from parents.
3. Carries responsibility for updating children's records with particular emphasis on emergency sheets.
4. Assists in the processing of applications for employment, filing personnel information and monitoring needed information for current personnel files.
5. Prepares class rosters and submits these to staff as directed.
6. Maintains an adequate supply of forms used by staff.
7. Processes all claims regarding accidents of children enrolled in the program.
8. Prepares the deposit of program fees, makes other deposits as requested and maintains petty cash.
9. Prepares correspondence, forms and reports as directed by the Associate Director and the Director of Social Services.
10. Carries backup responsibility for data input of attendance.
11. Performs other duties as assigned by the Associate Director or the Executive Director.

### **Minimum Qualifications Required:**

High School diploma (or its equivalent), computer skills and knowledge of and experience with automatic data processing systems.

### **Working Schedule:**

Regular office hours are Monday-Friday, 9:30AM – 6:00PM. A 30 minute non-paid lunch break is included.

## **ADMINISTRATIVE ASSISTANT**

Under the direction of the Associate Director is responsible for assisting in the administration of the Extended Child Care Program.

### **Duties:**

1. In liaison with the Associate Director, responds to the needs of the Education Coordinators in any and all of the following areas:
  - Remove information from time clocks for payroll
  - Fill weekly requisitions for educational supplies
  - Check attendance rosters daily and assist in completing any gaps in information
  - Check classroom attendance books on a regular basis (not less than weekly)
  - Assist in the development of classroom materials
  - Coordinate the usage of MORE library books
  - Assist in the sorting of donations
  - As needed, delivers phone messages to teaching staff
  - Assist in keeping resource room current and accessible to teachers
  - Trouble shoot school-age transportation issues
  - Assist in classroom coverage when necessary
  - Other duties requested by the Education Coordinators, as approved by the Associate Director
  
2. Assist the Director of Social Services in any and all of the following ways:
  - As requested notifies parents regarding illness of a child
  - As needed, assists with visitation of newly enrolled children
  - Canvass parents regarding information needed for program record keeping
  - Assist in assembling children for screening and/or other assessment activities
  - Input data related to program's outcome measures
  
3. Carries part-time responsibility for accepting and routing to appropriate staff incoming calls and taking messages as needed.
  
4. Other responsibilities assigned by the Associate Director or Executive Director.

### **Minimum Qualifications:**

High school diploma (or its equivalent); knowledge and experience in early childhood education and computer skills.

### **Working Hours:**

Regular hours are not to be less than thirty hours per week with hours occurring on each weekday.

## **DIRECTOR OF VOLUNTEER SERVICES**

Under the direction of the Associate Director, trains, supervises, and coordinates the activities of all volunteers and other persons (foster grandparents and senior aides) not paid by the Children's Home-Chambliss Shelter.

### **Duties:**

1. Serves as the agency's liaison with community agencies and individuals who wish to provide volunteer services and in efforts to recruit volunteers.
2. Receives all initial inquiries and applications for volunteer services, conducts all interviews with applicants, and secures reference statements for all applicants.
3. In consultation with the Education Coordinators, assigns personnel from the Senior Aide and Foster Grandparent programs, completes necessary paperwork and shares supervision of these program volunteers.
4. Maintains up-to-date records and reports of all volunteer activities.
5. Records for the Corresponding Secretary of the Board of Directors all names, addresses, and identifying information regarding gifts and donations made by individuals and groups to the agency within each calendar month.
6. Sends gift acknowledgement cards to donors and when appropriate, additional notes of thanks.
7. Assures that all volunteers meet any and all licensing requirements.
8. As approved by the Associate Director and in consultation with the Educational and Shelter Coordinators and the Executive Director, schedules entertainment for children planned by community groups and individuals. Following these activities, sends acknowledgement cards and indicates those acknowledgements to the Corresponding Secretary of the Board of Directors for any additional note of thanks.
9. Assigns, in conjunction with the Associate Director and the Educational and Shelter Coordinators, volunteers to work in the Extended Child Care Program or the Chambliss Emergency Shelter Program. Ensures that all student interns have adequate orientation and supervision.
10. Upon request of the Associate Director and in consultation with the Education and Shelter Coordinators, assists in the purchase of supplies and equipment.
11. Is responsible for the agency's acknowledgement of illness, death, etc. in the families of its employees.
12. Performs other duties assigned by the Associate Director or Executive Director.

### **Minimum Qualifications Required:**

A Bachelor's Degree in social services, child development, education or related area, or other combination of education and experience evaluated as equivalent.

### **Working Schedule:**

Office hours are Monday-Thursday, 9:30AM-6:00PM. The Coordinator of Volunteer Services is on call 24 hours per day, seven days per week.

## **DIRECTOR OF DEVELOPMENT**

The Director of Development of the Children's Home-Chambliss Shelter is responsible for the development and implementation of the fund raising, marketing and public relations activities of the organization. The Director of Development is accountable to the Board of Directors and Executive Committee there of, and reports to the Board.

### **I) Fund Raising**

1. Increase fund raising events and activities.
2. Increase base of corporate/business sponsors for events and programs.
3. Institute grant writing campaign from national corporations.
4. Expand foundation requests to local and national foundations.
5. Maintain a computerized donor list with related data.
6. Encourage estate planning and related bequests through publicity and certified estate and financial planners.
7. Maintain a core of volunteers to help with fund raising events.

### **II) Marketing and Public Relations**

1. Periodically publish and mail newsletter.
2. Develop a working relationship with various media in the greater Chattanooga area to promote the Agency.
3. Promote the Agency through speaking engagements and tours of the Children's Home-Chambliss Shelter.
4. Maintain membership in the National Society of Fund Raising Executives (NSFRE) and abide by the "Code of Ethical Principles and Standards of Professional Practice of the NSFRE.
5. Attend at least one training class annually for career development.
6. Implement other directives given by the Board of Directors.

## **EDUCATIONAL COORDINATOR**

Under the direction of the Associate Director, is responsible for assisting in the development, management and supervision of the agency's educational program and educational staff.

### **Duties:**

1. In liaison with the Executive Director and the Associate Director, carries responsibility for program planning and management, and evaluation of all educational services of the Extended Child Care Program.
2. In liaison with the Associate Director, directs and supervises the activities of the teachers and teacher assistants in the Extended Child Care Program.
3. In liaison with the Associate Director, sets schedules for all teaching staff in the Extended Child Care program.
4. In coordination with the Associate Director, provides resources and assistance to teaching staff in the daily planning and implementation of the program for assigned departments. This is to be realized by active involvement with staff and children on a daily basis.
5. As requested, participates in the process of employee selection.
6. Assists with pre-service and in-service training of teaching staff.
7. Participates in teacher evaluations by providing ongoing assessments of teacher performance. Yearly evaluations are written and are developed in consultation with the Associate Director.
8. Ensures that assigned departments are clean and orderly and that common areas are free of hazards or other non-essential items.
9. In liaison with the Coordinator of Volunteer Services, assists in the coordination of all volunteer activities in the Extended Child Care program.
10. Provides oversight of support services (food service, volunteer services, housekeeping, maintenance, etc.) to assigned departments and reports needs that would facilitate smooth operation of the program.
11. Carries responsibility for securing and distributing needed educational supplies as authorized by the Associate Director.
12. Maintains up-to-date knowledge of all licensing and accreditation requirements and ensure that assigned departments and the agency as a whole meet these requirements.
13. Submits written reports as directed.
14. Performs other duties assigned by the Associate Director or the Executive Director.

### **Minimum Qualification Required:**

A Bachelor's Degree in Early Childhood Education, Elementary Education or a related field, or other combination of education and experience evaluated as equivalent. Must be able to lift, carry and move 50 pounds of weight.

### **Working Schedule:**

Schedule will vary as requested by the Associate Director. Regular office hours are Monday-Friday, 8:00 AM - 5:00 PM. The Educational Coordinator's are on call 24 hours per day, seven days per week.

## TEACHER

Under the direction of the Education Coordinator, has the responsibility for the physical, educational, emotional and social well being and the supervision of his/her assigned group of children.

### **Duties:**

1. Stays with and supervises all activities of the assigned group of children when on duty, including the supervision of children inside and outside of building, during parties, and during other activities.
2. Plans, directs and participates in all areas of activities in the classroom directed toward the social, emotional, physical and cognitive development of children in their care.
3. Provides medical care as needed to children.
4. Plans for and carries out all activities scheduled for the assigned group of children.
5. Maintains an orderly department.
6. Represents the Teacher position and the agency in a hospitable manner to guests of the agency and in contacts outside the agency.
7. Maintains a positive and cooperative relationship with all staff, parents and volunteers of the agency.
8. Reports for repair all broken and non-working equipment.
9. Requisitions supplies, materials, etc. needed for the operation of their department.
10. Requisitions clothing, as needed, for children in care.
11. Participates in staff development programs scheduled by the Education Coordinator or Associate Director.
12. Turns in a weekly lesson plan to the Associate Director.
13. Performs other duties assigned by the Education Coordinator or the Associate Director.

### **Minimum Qualifications Required:**

A Bachelor's Degree in Early Childhood Education, or an Associate Degree in Early Childhood Education, or other combination of education and experience evaluated as equivalent. Experience in group child care is desirable. All Teachers must be able to lift, hold, carry and move holding a weight of 50 pounds.

### **Working Schedule:**

As set by the Education Coordinator or the Associate Director at the time of hire. Schedule may vary to meet program needs.

## **TEACHER ASSISTANT**

Under the direction of the Education Coordinator or the Associate Director, assists in the responsibility for the physical, educational, emotional and social well-being and the supervision of his/her assigned group of children.

### **Duties:**

1. Assists the teacher in all activities of the assigned group of children when on duty, including the supervision of children inside and outside of the building, during parties and during other activities.
2. Assists in carrying out all activities scheduled for the assigned group of children.
3. Assists in maintaining an orderly department.
4. Represents the Teacher Assistant position and the agency in a hospitable manner to guests of the agency and in contacts outside the agency.
5. Maintains a positive and cooperative relationship with all staff, parents and volunteers of the agency.
6. Participates in staff development programs as requested by the Education Coordinator or Associate Director.
7. Performs other duties assigned by the Education Coordinator or the Associate Director.

### **Minimum Qualifications Required:**

At least 18 years of age and able to read and write. A high school diploma (or its equivalent) is preferred. Experience in group early childhood education is desirable. All Assistants must be able to lift, hold, carry and move holding a weight of 50 pounds.

### **Working Schedule:**

Varies.

## **MAINTENANCE SUPERVISOR**

Under the direction of the Executive Director, is responsible for the development and implementation of a preventive maintenance program while maintaining all the physical facilities of the agency and its off site programs.

### **Duties:**

1. Is responsible for making sure that all physical facilities of the agency and off-site programs are in a safe and useful state of repair.
2. In liaison with the Executive Director, carries responsibility for supervision of the Maintenance Assistant.
3. Completes all Work Orders.
4. Is responsible for or assists in the installation of all equipment.
5. With the Executive Director, supervises the work of all maintenance contracts.
6. In liaison with the Executive Director, purchases necessary chemicals needed for meeting the cleaning and maintenance needs of the agency.
7. Picks up and delivers to the agency donated items as necessary.
8. Transports children to and from school when needed.
9. Is responsible for maintaining all agency vehicles and ensuring that they are safe to operate.
10. Maintains a master list of all keys and dispenses keys to staff, as directed by the Executive Director.
11. Assures adequate housekeeping standards are met in all agency buildings.
12. Performs other duties assigned by the Executive Director.

### **Minimum Qualifications Required:**

At least 18 years of age, able to read and write and have a currently valid driver's license with a Class F endorsement. A high school diploma (or its equivalent) is preferred. It is preferable for the Maintenance Supervisor be 21 years of age or older and have prior maintenance-type experience.

### **Working Schedule:**

The Maintenance Supervisor is on duty 40 hours per week at times arranged with the Executive Director at the time of employment. This position is on call 24 hours per day, seven days per week.

## **MAINTENANCE ASSISTANT**

Under the direction of the Maintenance Supervisor, is responsible for the maintenance and repair of all physical facilities of the agency.

### **Duties:**

1. In liaison with the Maintenance Supervisor, maintains all physical facilities of the agency in a safe and useful state of repair.
2. Assists in completing all agency Work Orders for repairs as needed.
3. Assists in the installation of equipment.
4. As necessary, picks up and delivers to the agency donated items.
5. Transports children to and from school when needed.
6. Performs other duties assigned by the Maintenance Supervisor and/or the Executive Director.

### **Minimum Qualifications Required:**

At least 18 years of age and able to read and write and have a currently valid Driver's License with a Class F endorsement. A high school diploma (or its equivalent) is preferred. It is preferable for the Maintenance Assistant to be 21 years of age or older and to have prior maintenance-type work experience.

### **Working Schedule:**

The Maintenance Assistant is a part-time position and works a schedule based on work load. The Maintenance Assistant is on call 24 hours per day, seven days per week.

## **KITCHEN SUPERVISOR**

Under the direction of the Associate Director, is responsible for the operation of all matters related to food service and assures that these are in compliance with all Tennessee Department of Human Services licensing standards, the Tennessee Department of Health, and Environment regulations, and the United States Department of Agriculture (USDA) Food Reimbursement Program requirements.

### **Duties:**

1. Maintains up-to-date knowledge of all requirements related to the agency's food service program and facilities and works closely with the Associate Director to assure that the agency meets these requirements.
2. Maintains accurate and up-to-date records as required by the U.S. Department of Agriculture.
3. Assigns the schedules and duties for and provides direct supervision of all kitchen staff.
4. Submits hours worked by kitchen personnel to Director of Finance prior to payday.
5. Assists with preparation of all menus for the agency, in accordance with licensing and USDA standards.
6. In liaison with the Associate Director, approves all vacation and sick leave requests of the kitchen personnel.
7. Has responsibility for ordering all food and other for kitchen supplies.
8. Carries responsibility for receiving and signing for the delivery of all food and supplies for the kitchen.
9. Carries responsibility for the strict enforcement of safety and in regard to all equipment in the kitchen.
10. Carries responsibility for the strict enforcement of food sanitation standards in the storage, preparation and service of foods. This includes: cleanliness, appropriate dress and hygiene practices of all kitchen employees; order and cleanliness of all food and supply storage areas and food preparation areas.
11. Reports to the Associate Director (through written requisition and work order forms) any needs in relation to repairs and equipment or supply purchases.
12. Consults with the Associate Director regarding any changes in kitchen staff schedules.
13. In conjunction with the Associate Director, works cooperatively with Orange Grove personnel to ensure compliance with State disability laws.
14. Carries responsibility for filling requisitions for food and other supplies from the kitchen for teachers and other staff, following approval of such requisitions by the Associate Director.
15. Prepares and issues special diet requirements for children in care as directed by Associate Director or Director of Social Services.
16. Performs other duties assigned by the Associate Director and/or Executive Director.

### **Minimum Qualifications Required:**

At least 18 years of age and able to read and write; a high school diploma (or its equivalent); experience in nutrition is desirable.

### **Working Schedule:**

The Kitchen Supervisor is on duty 40 hours per week at times arranged with the Associate Director at the time of employment. The Kitchen Supervisor is on call 24 hours per day, seven days per week.