

Order Number:

NY1539743

Date Job Order Received:

07/03/2025

Number of Openings:

1

Company Name:

Hand in Hand Early Childhood Center

Job Title:

Assistant Director- School Age Programming

Minimum Experience Required:

5 Years

Job Description:

The *Assistant Director* plays a pivotal role in shaping and overseeing engaging, enriching, and safe programs for school-aged children as well as a focus on grant applications and financial budgeting. This position is ideally suited for a dynamic individual who is passionate about education, child development, and community building. The role requires a blend of leadership, organizational skills, and the ability to foster meaningful relationships with children, families, and staff. Primary Responsibilities Manage grant applications, reporting, and compliance to secure and utilize funding effectively. Prepare and oversee expense reports, ensuring accurate financial tracking and budget adherence. Handle customer billing and vendor billing processes with accuracy and professionalism. Utilize QuickBooks for financial management, including reconciliations and reporting. Coordinate enrollment processes for school-age programs, maintaining thorough records and ensuring compliance. Oversee employee management, including hiring, training, scheduling, and performance evaluations. Ensure all programs comply with OCFS (Office of Children and Family Services) regulations and standards. This role integrates administrative expertise with a passion for creating high-quality programming that meets the diverse needs of children and families. Education and Experience Preferred associates degree in early childhood education. Significant experience working in childcare, education, or youth programming, including supervisory or leadership roles. Familiarity with Office of Children and Family Services (OCFS) regulations and standards is highly desirable. Proven expertise in managing grant applications, compliance, and reporting processes. Skills and Competencies Strong leadership and organizational abilities to oversee programs, staff, and operations effectively. Proficiency in financial management, including budgeting, expense tracking, and the use of QuickBooks for reconciliations and reporting. Excellent communication and interpersonal skills to foster relationships with children, families, staff, and community stakeholders. Detail-oriented approach, particularly in handling enrollment processes, billing, and compliance documentation. Ability to manage multiple responsibilities and maintain high-quality standards under pressure. Additional Requirements Certification in first aid and CPR is often required or strongly preferred. Experience in hiring, training, scheduling, and conducting performance evaluations for staff members. Commitment to creating engaging and safe programs tailored to the developmental needs of school-aged children. Willingness to stay updated on industry best practices and regulatory changes in childcare and

education. Compensation for this position is set at \$19.00 to \$22.00 per hour, reflecting the skills, responsibilities, and qualifications required. This rate emphasizes the value placed on delivering exceptional programs and maintaining a supportive environment for both children and staff.

Job Location:

Lowville, New York 13619

Pay:

\$19.00 - \$22.00 Hourly

Benefits:

No benefits specified.

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Murphy, Debbie (315) 376-9414

Web-site: <http://www.handinhandlowville.com/employment-1.shtml>