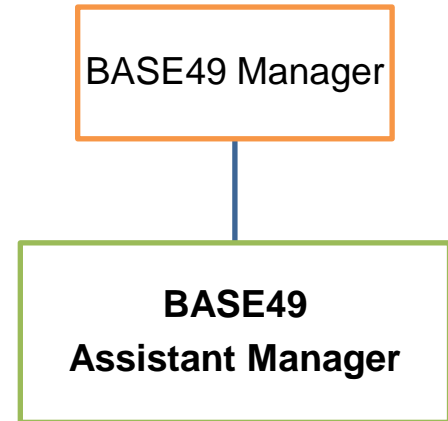


**BASE49 ASSISTANT MANAGER**

<b>Job Title:</b>	BASE49 Assistant Manager
<b>Initial:</b>	May 11, 2017
<b>Revised:</b>	October 23, 2019
<b>Work Year:</b>	Full Year
<b>Office:</b>	Education
<b>Department:</b>	BASE49 Program
<b>Reports To:</b>	BASE49 Manager
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional Technical Range 1

Related Organization Chart



**POSITION SUMMARY:** The BASE49 Assistant Manager assists the BASE49 Manager in the effective administration of the BASE49 Before and After School program through leadership, oversight, ethical practice, financial management, risk management and prevention, and continuous improvement. The Assistant Manager develops and promotes good community relations among various district and community clientele.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Evaluates, improves, and creates BASE49 operational procedures, systems, and principles in the areas of information flow and management, business processes and enhanced management reporting.
- Organizes and optimizes efficiency within BASE49 programs while coordinating support services among district departments.
- Maintains and monitors inventory of major BASE49 assets.
- Demonstrates in-depth knowledge of and compliance with applicable laws and regulations.
- Builds and implements systems necessary to hire, motivate, develop, position, and retain staff to meet organization and program goals.
- Develops and delivers professional development for BASE49 staff.
- Provides orientation and training for all site staff to ensure staff comply with all: applicable federal and state laws; district policies and procedures; proper implementation of approved curriculum; and licensing requirements when necessary.
- Earns and sustains the public’s trust through honest, truthful, and responsible conduct, transactions, partnerships, and relationships.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Intentionally collaborates with colleagues, district leadership, and other stakeholders to improve program quality.
  - Implements processes to effectively and efficiently resolve areas of conflict.
  - Ensures Site Leaders demonstrate compliance with applicable laws and regulations.
  - Assists Site Leaders to develop and maintain a system for promoting continuous quality improvement in programming and services.
  - Conducts all transactions, partnerships, and relationships in an honest, truthful, and responsible manner.
  - Collaborates with colleagues, district leadership, and other stakeholders systematically to improve program quality.
  - Assists and advises Site Leaders to prevent and manage operational risk and liability.
  - Knowledgeable of Colorado Child Care Assistance Program (CCCAP) and the Child Care Aware program to train and aide staff members and families who participate in the financial program.
  - Identifies opportunities and implements solutions to maximize efficiencies and improve customer service with internal and external stakeholders.
  - Collaborates with BASE49 Manager to develop long-term business goals that align with the district's strategic plan.
  - Performs other related duties as assigned.

#### **Supervision & Technical Responsibilities:**

- This position shares in the supervision of BASE49 staff.
- Edits and monitors online system to track student attendance, account, registration etc.
- Edits and maintains site personnel files.
- Edits and maintains staff time cards.
- Monitors attendance to ensure adequate coverage at each program site to maintain compliance.

#### **Budget Responsibility:**

- This position does not have any direct budget responsibility.

#### **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

#### **Education & Training:**

- CPR and First Aid Training required within 30 days of hire.
- Universal Precautions Training required within 30 days of hire.
- Mandated Reporter Training required within 30 days of hire.
- Medication Administration training within 30 days of hire.

At a minimum must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H. Additionally, the Assistant Manager must have completed at least one of the following qualifications:

- A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field; or
- Two years of college training and six (6) months of satisfactory and verifiable full- time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children; or
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience,

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since attaining the age of eighteen (18), in the care and supervision of four (4) or more children. The Assistant Manager must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

**Experience:**

- Experience working within a childcare, daycare or education setting.
- Experience in business management and customer service preferred.

**Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Ability to give direction to all site staff and act in a lead role.
- Basic working knowledge of budgets and expense management.
- Ability to acquire knowledge and skills in navigating student information software platform.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality in all aspects of the job.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain excellent attendance.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point

**Certificates, Licenses, & Registrations:**

- Criminal background check required.
- TRAILS background check required.
- Valid Colorado driver's license required for hire with specific endorsements, if needed, for van and/or short bus driving.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, bend, twist, crouch and handle materials. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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**Work Environment:**

While performing the duties of this job, the employee will work primarily in a usual office or school environment. Must be willing and able to travel to each location.

**Mental Functions:**

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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