



207 E 2nd Street, Watkins Glen, NY 14891 * 607-535-8908* www.myplace-aplc.org

Position Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt
Date: May 31, 2024

JOB SUMMARY:

This individual ensures overall administration and supervision of the MyPlace program operation by all federal, state, and local rules, and regulations and consistent with the guidance and direction of the Board of Directors.

ESSENTIAL FUNCTIONS:

Management & Planning

- To direct the MyPlace Program in day-to-day operations, while ensuring compliance with policies, procedures, and regulations set forth by Federal, State, and Local guidelines.
- To establish local goals of the MyPlace Program and agency programs consistent with identified needs in the service area within federal guidelines, in cooperation with the Board of Directors.
- To strategically develop plans to use all available community resources in the operation of MyPlace.
- To lead and supervise the processes for recruitment and selection of center clients.
- To oversee the annual completion of Community Assessments, agency audits, and licensing requirements including renewals and corrective active plans.
- To assist in establishing the MyPlace Policy Council and Board of Directors.
- To consult with the Board of Directors in regards to the decision making process in accordance with the MyPlace Performance Standards.
- To proactively establish methods of hearing and resolving community and concerns with the MyPlace Program.
- To ensure that policies for acquiring space, equipment, supplies, and services are established and followed.

Human Resources Management

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the personnel policies, procedures, and practices including the development of job descriptions and employee handbook.
- Establish a positive, healthy, and safe work environment.
- Recruit, interview, and select staff with the right technical and personal abilities to further

My Places' mission.

- Ensure that all staff receives an orientation and appropriate ongoing training.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary, using appropriate techniques; release staff when necessary, using appropriate and legally defensible procedures.

Fiscal management:

- Work with staff and the board to prepare a comprehensive annual budget.
- Research funding sources, oversee the development of fund-raising plans, and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the board. Seek board approval for expenditures when required.
- Ensure that sound accounting practices are followed.
- Administer the funding according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Health and Safety

- To provide a safe, warm and supportive environment that supports each child's individual growth and development.
- To accurately complete accident, injury, and behavior reports when necessary.
- Ability to respond appropriately to an emergency or a crisis situation.
- Identify and evaluate the risks to the organization's people (consumers, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Community Integration

- To represent the MyPlace Program in community groups and organizations.
- Communicate with school personnel to ensure a positive working relationship.
- To attend trainings and professional development activities as appropriate.
- To communicate with the staff and welcome input.
- To serve on committees, as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have skills and ability to exhibit conscientiousness, dedication, work autonomy, self-discipline, and a sense of responsibility.
- Ability to work independently, take initiative, and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- Ability to establish effective relationships and work in a team environment to meet team and MyPlace goals.
- Must have intermediate computer skills and the ability to learn MyPlace software programs.
- Must have a thorough understanding of My Places' processes, procedures, and policies.
- Ability to manage, coordinate, and make decisions proactively and efficiently.
- Ability to exhibit poise, clarity, and self-control in stressful, ambiguous, or emotionally demanding situations.
- Excellent written and verbal communication skills.
- Ability to travel up to 25%, as part of normal job duties.
- Ability to participate in center programming to include physical, social-emotional, and cognitive engagement.
- Ability to lift to 50 lbs.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Education, Health and Human Services or related field required.
- Three years in supervising capacity in the human services field required.
- Valid driver's license and driving record acceptable to the agency's insurance carrier.
- Must be able to acquire and sustain an OCFS operating license.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I accept the position as outlined above and have read and understand the above job description.

Signature

Date

Witness Signature/Title

Date