

## Community Unlimited – Executive Director – Job Description

Community Unlimited staff is essential to the overall quality of Community Unlimited programs. Staff is directly involved in the process of program development, implementation, and evaluation. Positive character, sharing knowledge, and communication are key to successful programs.

Staff must adhere to the standards set in the CU Employee Handbook, MI Child Care Licensing, and appropriate programmatic standards: GSRP Implementation Manual, PQA standards, Early Childhood Standards of Quality for Prekindergarten, and Michigan Out-of-School Time Standards of Quality.

**Responsibilities** (include but are not limited to):

- Reports to the Board of Directors and is responsible for CU's consistent achievement of its mission and program objectives.
- Ensures that CU operations are consistent with quality non-profit organizational standards, responsible business practices, and high quality programmatic standards: governance, human resources, policies and procedures, financial management, strategic alliances/community engagement, evaluation, sustainability, program development and problem-solving.
- Provides strength- and relationship-based leadership that enhances employee professionalism and retention, smooth day to day operations, and positive community/grantor relationships.
- Evaluates staff and programs to maintain a high quality organization and programming. Professional development is reflective of evaluation data and yearly program goals and includes program staff in the PQA-style of program improvement.
- Oversees solutions to program, employee, student, or parent issues.

**Schedule:** This is a year-round, full-time, salaried position (exempt from overtime), averaging 40 hours per week, includes paid vacation and benefits.

**Education and Qualifications:**

- An MA or BA in a child related field such as Early Childhood, Elementary or Secondary Education, Child/Youth Development/Psychology, Counseling, or Family Studies. Must be willing to continue education, if required, to meet childcare licensing rules and regulations.
- Experience in administration, budgeting, supervision, and curriculum development desirable.
- Demonstrated leadership skills

**Traits Desired by the Staff of Community Unlimited for our Executive Director:**

- Personality: Compassionate, empathetic, approachable, caring, patient, respectful, a good-listener, a motivator, collaborator, problem solver, supportive, out-of-the box thinker, open minded, passionate about helping children & their families.
- Working / Managerial: organized, ability to understand & use technology, responsive and supportive to teaching teams and staff needs, passionate about helping staff grow personally and professionally.

**Submit resume and letter of interest to [jobs@communityunlimited.org](mailto:jobs@communityunlimited.org)**

**We will be looking at all resumes after May 22, 2020.**

**An anticipated start date is July 1, 2020.**