



JOB DESCRIPTION

POSITION: Director of Campus Based Services

Full-Time, Exempt

LOCATION: Angola, New York (30 minutes from Buffalo, New York)

AGENCY DESCRIPTION:

Nationally recognized and regionally celebrated, Cradle Beach, Inc. founded in 1888, provides hope, opportunities, and life changing experiences for children with special needs and children who are economically disadvantaged to help them reach their full potential. Serving over 1,200 children a year through year-round programs, Cradle Beach's campus encompasses sixty-six acres of woodlands, fields and pristine beachfront on Lake Erie. Facilities include a heated accessible swimming pool, baseball fields, playgrounds, basketball and tennis courts, accessible tree house, nineteen cabins, arts and crafts building, performing arts center, woodland lodge, infirmary, 1 mile of paved nature trails, and a sensory building. In addition to our Summer Camp and Respite Programs, Cradle Beach provides service to the Buffalo Public Schools through Project SOAR (Success, Opportunity, Achievement and Responsibility), a year-round academic mentoring program to improve scholastic achievement for at-risk students and hands on, experiential, STEM programming through our Living Classrooms program.

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

The Director of Campus Based Services is responsible for the quality administration, supervision, operations and development of Cradle Beach's year-round, campus-based programs including Summer Camp and Respite Programs. The Camp Director will live on-site when programs are in session.

POSITION QUALIFICATIONS:

1. At least 25 years of age, as per section 7-2.5 Department of Health regulations
2. Master's Degree in Education, Health and Human Services or related degree preferred or Bachelor's Degree in related field with 5 years of experience
3. Supervisory experience working with children/individuals with disabilities and special needs
4. Experience hiring, supervising and supporting staff and volunteers
5. Computer skills including Microsoft Office Programs
6. Must work non-traditional hours including evenings and weekends and live on site during programming
7. Valid NYS Driver's License and successful completion of all required background investigations

IDEAL CANDIDATE WILL POSSESS THE FOLLOWING QUALITIES:

- Commitment to Cradle Beach's mission, core values, and program outcomes
- Strong communication and public speaking skills
- Excellent organization skills and attention to detail
- Resilient, flexible, positive conflict resolution skills
- Enthusiastic, values high degree of teamwork, takes initiative

DUTIES:

1. Administrative oversight of all campus-based programs including: Summer Enrichment Program, Apprentice Leaders and Respite Programs.
2. Creation, implementation, supervision, evaluation and development of multi-faceted, inclusive, accessible, developmentally appropriate, year-round programs.
3. Recruitment, admission and support of campers and their families.
4. Serve as a professional member of the Leadership team in the delivery of programs and activities.
5. Promote a strong staff and organizational culture through recruitment, hiring, training, supervision, support, recognition, evaluation and professional development activities for all staff.
6. Responsible for safety and risk management including emergency procedures, safety planning, documentation and reporting protocols.
7. Ensure review of and compliance with agency, local, state and federal policies and procedures including Cradle Beach, ECDSS, DOH, OPWDD, OMIG, AmeriCorps.
8. Completion of all necessary programmatic and evaluative documentation including data tracking, performance outcomes, funder reports, administrative reports, quality improvement plans, strategic planning initiatives, etc.
9. Ensure financially sound programs through the creation, execution and monitoring of program budgets.
10. Engage in community outreach and promotion including campus tours, online/social media, news print, interviews, presentation to Board of Trustees, referral sources, schools, corporations, funders as well as participation in agency/community events and collaborations.
11. Collaborate across all agency programs and departments including Project SOAR, HR, Finance, Development, Collaboratives, Living Classrooms, Facilities, etc.
12. Perform all other duties as assigned.

Qualified Candidates should submit required cover letter and resumé to dfilbey@cradlebeach.org by November 16, 2018.