



## POSITION DESCRIPTION

<b>TITLE:</b>	REGIONAL MANAGER
<b>DEPARTMENT:</b>	PROGRAMS
<b>STATUS:</b>	Full-time - Exempt – Salary
<b>Salary Range:</b>	\$30,000 - \$52,000/annually – Based on experience
<b>Benefits:</b>	Full Benefits
<b>REPORTS TO:</b>	Director of Program Operations
<b>SUPERVISES:</b>	Site Coordinators

### OVERALL RESPONSIBILITIES:

The **Regional Manager** is responsible for guiding the site coordinators in their region to meet their objectives and goals. Advises and supports site coordinators to ensure that all WR staff members are familiar with the agency’s goals and philosophy. The Regional manager He/she also monitors progress of contracts to ensure that programs are implemented according to funding guidelines. He/she is responsible for ensuring the sustainability of their region through efficiency, effectiveness, growth and partner development.

### EXPECTATIONS:

#### **Contract Management:**

- Responsible for ensuring program compliance per contract.
- Responsible for maintaining program and overall regional budget.
- Oversee site coordinators to ensure they perform work as per contractual requirements to conform to client expectations on safety, quality, schedule and budget.
- Responsible for management of site records and preparing/distributing reports to appropriate headquarters staff.
- Responsible for ensuring site coordinators manage their teams effectively to ensure high quality standards.
- Responsible for reviewing program activities and contract requirements by conducting client regional staff meetings and ensure client confidence and satisfaction.

#### **Organization and outreach Responsibilities:**

- Assists in hiring, supervision and evaluates site coordinators.
- Assists the HR department with all personnel issues including recruitment, hiring, disciplinary action and termination.

- Develop regional policies and goals to complete work within budget and schedule constraints and delineate goals to subordinates to oversee completion.
- Performs site visits and communicates findings to appropriate parties.
- Orientates school administrators and staff to WR philosophy, policies and procedures.
- Provides communication and outreach to the community, school personnel, collaborative members and Woodcraft Rangers staff.
- Ensures growth within region, both programmatically and financially, through new relationships and new business. Ensures appropriate parties are informed and involved where appropriate.
- Other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

- B.A. Child Development, Recreation, Education or related field required
- Supervisory experience in non-profit social service program preferred
- Excellent written and oral communication skills
- Effective leadership and management skills
- Organization and multi-tasking skills
- Computer skills in Microsoft Word and Excel are necessary
- Able and willing to work in a highly participatory and diverse work setting
- Strong communication skills
- Strong negotiation and interpersonal skills
- Proven problem-solving and conflict resolution skills
- Familiarity with quality criteria for after school programs
- Valid California Driver's License and proof of insurance
- Willingness to travel to multiple sites
- Ability to speak and/or write a language in addition to English preferred
- Willingness to work evening and weekends.

*The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, and emergency situations. This job description does not constitute an employment agreement between Woodcraft Rangers and the employee and is subject to change as the needs of Woodcraft Rangers and the requirements of the job change.*