



**Posted: February 3, 2017**  
**Open Until Filled**

**POSITION: PROGRAM DIRECTOR**  
**(BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)**

**PROGRAM: CHILD & ADULT CARE FOOD PROGRAM (CACFP)**  
**A PROGRAM OF COMMUNITY BRIDGES**

**POSITION DESCRIPTION:** Under the general supervision of the CEO, is responsible for the administration, coordination, supervision, and fiscal control of all services provided by the Child and Adult Care Food Program; performs related work as required.

**DUTIES & RESPONSIBILITIES:**

1. Plans, develops, and organizes activities of the program, supplying maximum, cost effective services to those providers participating in the program including child care homes, centers and adult day care centers.
2. Ensures that the program meets funding guidelines and regulatory requirements for homes and centers. Implements all changes in regulations mandated by the State.
3. Develops and maintains fiscal control and other records required by the agency and the funding sources for both homes and centers. Directs and participates in the preparation of the annual program budget for homes and centers; monitors both budgets and makes revisions as appropriate.
4. Oversees the claiming process in Minute Menu and CNIPS system. Monitors systems to ensure internal controls and integrity of process.
5. Assigns and directs the duties required for the day-to-day operation of the program, such as: site monitoring, menu planning and review, nutrition education, record keeping, etc.; performs such duties in cases of emergencies. Plans, directs, reviews, and evaluates the work of the staff. Oversees the maintenance of accurate records.
6. Directs the development of program procedures manual and other materials for information, education, and advocacy use; oversees workshops with program participants; and production of a monthly newsletter to providers.
7. Develops outreach and customer service plans.
8. Works effectively with Agency Director of Philanthropy to conduct successful fund raising and marketing campaigns.
9. Participates in Agency Management Team and Program Directors meetings. Attends Board of Directors meetings as needed.
10. Acts as a liaison between providers, and other related organizations.

11. May be required to attend bi-monthly California Roundtable Advisory Board Committee meetings in various locations in the state. Acts as liaison with state and federal agencies.
12. Represents the agency in contacts with day care providers, funding sources, regulatory agencies, other human service and community organizations, and the public.
13. Reviews and implements new laws, regulations, and policies to ensure compliance and interprets regulations for use by staff and providers.
14. Prepares and submits the annual renewal of the state contract, as well as the renewal of individual site documents.
15. Develops and directs overall Agency program development, management and evaluation.
16. Develops and maintains effective working relationships with other agency staff members, and with representatives of funding sources, governmental and community organizations, and others in regular contact with the Agency.
17. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
18. Drives a motor vehicle incidental to the performance of the work.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge:***

- of program planning, organization, implementation, and supervision principals and practices;
- of management techniques, including planning and directing work,
- of budget monitoring, record keeping and fiscal reporting functions for multiple budgets;
- of general nutrition principles and health issues as related to child development.

#### ***Skill:***

- in planning, organizing, assigning, and reviewing the work of staff;
- in staff management/directing/supervision
- in developing, planning and monitoring multiple budgets;
- in performing duties required for day-to-day operation of the program, including site monitoring, menu planning, completing forms, record keeping, making arithmetic calculations;

- in collecting, organizing, interpreting and analyzing data;
- in preparing accessing educational and informational materials and in disseminating such materials;
- in making public presentations and in leading/coordinating annual workshops;
- in reading and interpreting complex laws and regulations;
- in using a computer to do word-processing, spreadsheets and a data base maintenance.
- experience working with state and federal data programs

#### **OTHER REQUIREMENTS:**

- BA/BS in a relevant field required.
- 2 years of relevant experience strongly preferred.
- Previous experience managing or directing a non-profit program a plus.
- Must have a valid CA driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements with home visits and workshops.
- Bilingual English/Spanish required and biliterate strongly preferred.
- Must pass criminal background check and maintain a clean record.

#### **RATE OF PAY AND HOURS:**

- This is a regular, exempt, 40 hour/week position.
- The starting salary is \$58k per year.
- Will be required to occasionally work evenings and/or weekends for program workshops and trainings.

#### **BENEFITS:**

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**