

Southern Oregon Child & Family Council Position Summary

***** Area Manager *****

Job Summary & Requirements:

The Area Manager oversees the day-to-day operations of centers, supervises all center staff, provides support and leadership to the center teams, and monitors the services provided to children and families.

Education Requirements:

This position requires a Bachelor's Degree in Early Childhood Education, Social Service, Business, Education, Health, Nutrition, Administration, or 4 years related experience or equivalent of education and experience.

Hours Per Week: 40

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.

Number of Work Weeks per Year: 45 weeks, beginning 8/5/09 and ending 6/15/10

Number of Layoff Weeks per Year: 7

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$19.06 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application with unofficial transcripts;
- Official Transcripts required upon job offer;
- Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen and Physical Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).