Scope and Responsibility

The Assistant Preschool & Youth Director works under the direction of the Preschool & Youth Director in the planning, development, staffing, training and organization of the Preschool and Youth Department. This position requires experience in preschool and youth recreational programming, strong organizational and interpersonal skills.

Core Competencies

- Must have strong organizational skills.
- Assist in the organizing, planning, leading and coordinating of After School Recreation Club, Summer Camp and Discovery Club Preschool.
- Assist in the supervision of Discovery Club Preschool to meet program objectives concerning education standards, quality, safety, and cleanliness.
- Assist the Discovery Club Preschool with supervision of the children when needed.
- Assist in the responsibility for the recruitment, training, supervision and evaluation of all department staff.
- Maintain program supplies and equipment.
- Responsible for acquiring and maintaining required records of participants and programs.
- Solves problems and concerns quickly and professionally.
- Collaborates with outside agencies/organizations when appropriate for programming.
- Assist in the internal and external promotion of the Preschool and Youth programs.
- Produce calendars of events and parent newsletters for appropriate programs.
- Develop and implement recreation programs for ages 3-13.
- Attend all required staff meetings and special events.
- Maintain effective communication with Management Team members to promote cross departmental cooperation and effective management of intra-departmental activities.
- Accept special projects as assigned by the Preschool & Youth Director and Director of Programs and Operations.
- Responsible to follow all policies and procedures outlined in the Hilton Head Island Recreation Association Personnel Manual.
- Other duties as assigned.

Requirements / Certifications

- Must possess a Bachelor's degree in Recreation Management, Education or related field.
- Must be at least 21 years of age.
- Maintains the necessary records and documentation required for DSS state licensing.
- Must maintain Department of Social Services Requirements/Training Hours
- Must be proficient in office programs including Word, Power Point and Excel.
- Must be highly organized, creative; possess outstanding oral and written communication skills and supervisory abilities.
- Must be willing to work a flexible schedule including nights and weekends.
- American Red Cross (or equivalent): CPR / First Aid / Bloodborne Pathogens for Infants and Children

Salary / Benefits:

$28,000-30,000 / year
Eligible for benefits after 6 months of employment
Eligible for 401K after 1 year of employment