



## Job Requirements:

Provides direction and supervision of the three department Program Directors for Center Based Early Care Service, Family Child Care Education Network, Community Engagement Services, and the Education Coordinator. Supervision of other agency staff as may be assigned by the Executive Director.

Supervision and direction of the Commercial Kitchen Manager and deliverables for meals. Works in Collaboration with the Kitchen Consultant.

Serves as a member of the Executive Staff of the Agency to participate in the planning of business objectives, development/update of organizational policies and procedures, agency strategic planning and establishing accountability for attaining objectives .

Responsible for assessing Child Development program operations with Desired Results system and the observations from the Education Coordinator.

Reviews contract status with the Child Development Director and the Family Child Care Director monthly

### • Education & Experience

Master's degree (M.S.) in a related field required; and 6-8 years related experience working with Child Development Programs; Program Director permit required. Supervisory, nonprofit and budgetary experience necessary. Must be able to pass a fingerprint and criminal clearance. Must have a current California Driver's License.

## Chief Operating Officer

Assist the Executive Director by providing the day to day management and supervision of the three program department directors within Go Kids; the Education Coordinator and the Commercial Kitchen. Involved in budgetary planning, implementation, contract monitoring, quality assurance, special projects, regulatory compliance (Title V, XXII, and Nonprofit Administration) and grant/contract requirements for the three departments of services.

# Come and make a difference...

E-mail inquiries to:  
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