

Job Title: Area Manager	Job Code:
Reports To: VP, Operations	Number Supervised: 8-12
Revised Date: February 16, 2015	FLSA Status: Exempt

Position Summary

As an Area Manager, you will manage multiple before-school, after-school, enrichment courses and/or recess programs. You will be directly accountable for the operations, quality, customer satisfaction and profitability of each site. You will be Right At School's liaison with our Site Managers, Educators, Coaches, parents, parent organizations and school administration as well as licensing agencies and representatives.

Key Competencies

- Presentation Skills
- Priority Setting
- Interpersonal Savvy
- Customer Focus
- Dealing With Ambiguity
- Conflict Management
- Developing Direct Reports and Others
- Managing Through Systems
- Sizing Up People
- Drive for Results

Principle Accountabilities & Deliverables

- Oversees the implementation of Right At School's Curriculum, ensures high quality program delivery and continuous improvement in all aspects of program operations
- Maintains direct profit & loss responsibility for assigned programs
- Markets Right At School programs – seeks out opportunities to promote the program at relevant school and community events. Responsible for the internal growth opportunities of all locations in their zone
- Implements effective standardized operating procedures to help drive program quality
- Develops positive, collaborative relationships with school administration, parent-teacher organizations, outside vendor staff and Right At School staff including Central Office support staff
- Manages key HR functions including scheduling; hiring and disciplining staff; supporting and promoting employee development and training through coaching and mentoring; and communicating with staff on classroom issues and Standard Operating Procedures
- Ensures that their area is compliant with all relevant licensing requirements.
- Other duties as assigned

Knowledge, Skills, & Abilities

Education / Experience

- Bachelor's degree or equivalent education and experience
- Minimum 2 years of demonstrated experience as a multi-unit manager with direct P & L experience
- Knowledge of childcare licensing regulations preferred

Skills

- Excellent communication skills (verbal, telephone and written)
- Strong leadership, conflict resolution and diplomacy skills required; demonstrated ability to build collaborative relationships and foster teamwork critical
- Experience working in a start-up, fast paced, high-growth, entrepreneurial environment a plus
- Strong organizational skills and the ability to multi-task, prioritize work and manage deadlines
- Must possess excellent judgment, problem-solving and decision-making skills
- Works well in a team environment

Abilities

- Must be able to lift, carry, push, or pull up to 50 pounds 5% or less of the workday
- Must be able to stoop, kneel, crouch, or crawl 5% or less of the workday
- Must be able to talk, see, hear, concentrate, think, learn and reason for all of the workday
- Must be able to sit and walk or otherwise move around for prolonged periods of time throughout the workday
- Must be able to use a keyboard and do manual tasks for prolonged periods of time throughout the workday

Work Environment

- Normal physical activity including movement, hearing, seeing and communication
- Work is performed in a combination of indoor and outdoor environments