



Job Title	Community Manager	FLSA Status DOL Status	Exempt Full-time
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	Center of Excellence Director, Family Services	CEO Approval Date	October 2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Community Manager is responsible for assisting the Community Director in the management of personnel, financial, and program activities for Sunbeam’s Early Childhood Services program in a geographic area consisting of multiple schools, partnerships, and initiatives. Responsible for direct supervision of staff within the community, communicating effectively, and managing risk.

The Community Manager will exhibit professional integrity, exemplifying the values and mission of the organization, so that program goals for children and their families are achieved and staff experience and demonstrate an excellent employment experience.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL Functions

- Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Assist the Community Director in program design and delivery of high quality services for children and families within assigned community.
- Lead and directly supervise multi-disciplinary components of a community-based team, setting and upholding expectations for individual and team performance and for community impact.
- Support mutually beneficial relationships with partner organizations within the community to connect children and families with effective, equitable access to needed services.
- Partner with ECS leadership to request funding to deliver services critical to meeting the needs of the community and maintaining compliance with Office of Head Start, Oklahoma DHS Licensing, and other regulatory bodies.
- Maintain close knowledge of evolving standards and practices in the early childhood community to continuously improve service delivery.



- Recommend the appropriate configuration of resources to meet the individual and population needs in the community.
- Serve in the absence of the Community Director as the face of Sunbeam in the community, fostering trust and engagement among enrolled and eligible parents and families, external stakeholders, and child care partners through relentless demonstration of core values.
- Collaborate with Centers of Excellence to ensure translation and adoption of best practices into relevant and appropriate practice at each delivery location.
- Collaborate with Centers of Excellence to strategize service delivery and curricula options for each location within the service area.
- Monitor adherence to Office of Head Start regulations and work collaboratively with Centers of Excellence staff to assure integration and implementation of high quality service delivery.
- Monitor financial and programmatic performance and reporting to ensure proper adherence and accountability.
- Ensure compliance and adherence to accreditation standards, as applicable.
- Monitor child outcomes and assessment data to reinforce high quality service delivery.
- Represent Sunbeam in community collaborations, events, and as directed by supervisor, Chief Program Officer, or Chief Executive Officer.
- Engage with key internal stakeholders to customize service delivery for specific students and populations.
- Support school administration so that each complies with Sunbeam’s standards for the delivery of services to children, families, and staff.
- Recommend resolution for highest-priority service delivery issues to minimize risk.
- Collaborate as part of the ECS leadership team to establish and drive the program strategy.
- Promote culturally sensitive practice.
- Perform duties expected of all Sunbeam supervisory staff.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by Community Director, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Associate’s degree in Early Childhood Education, Social Work, Health, Business, or related field.	Bachelor’s Degree in Early Childhood Education, Social Work, Health, Business, or related field
Experience	Three years (3) experience as a leader working within an organization that serves at-risk families Effective experience as a relational leader with supervisory experience	Previous direct classroom experience with birth to 3 Knowledge of Office of Head Start standards Experience in contract monitoring



<p>Skills Knowledge Abilities</p>	<p>Demonstrated supportive leadership ability, team management and interpersonal skills</p> <p>Ability to establish and maintain effective working relationships with staff, community partners, organizations, and the public</p> <p>Action-oriented and collaborative in decision-making</p> <p>Excellent organizational skills and problem-solving</p> <p>Process, protect, and exercise discretion in handling confidential information and materials</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Proficient knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology/software programs as needed.</p> <p>Ability to handle a variety of work assignments.</p> <p>Willing to work with high-risk, low-income communities.</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.</p>	<p>Knowledge and understanding of Head Start Performance Standards</p> <p>Knowledge of Child Plus</p> <p>Bilingual Spanish/English speaking</p>
---	---	---

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 25 pounds.

Work Environment

The employee will work in an office environment located within a school setting, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic of an environment with children ages 0-5 years.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color,



creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: