



## TCK MANAGER JOB DESCRIPTION

**Position Title:** Tarrant County Kids (TCK) Manager  
**Category/FLSA Status:** Full Time, Exempt  
**Supervisor:** Tarrant County Kids (TCK) Director  
**Supervises:** Site Managers, Site Instructors  
**Office Location:** 2820 Matlock Rd., Arlington, TX 76015

### Position Summary:

The Tarrant County Kids (TCK) Manager is responsible for program development and implementation, staff, and administrative duties for the Tarrant County Kids Childcare Program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### Program Administration:

- Manage daily operations of up to 9 TCK sites depending on enrollment volume and geographical location and 1-2 summer camp site to ensure quality experiences for children and families and meeting the financial budget.
- Supervision of site managers and indirectly supervise site instructors.
- Responsible for licensing compliance, child weekly attendance sheets and ensure Child Care Assistance is updated with absences and report issues to CCMS.
- Maintaining childcare database, ProCare.
- Business services functions including, but not limited to preparing weekly statements for customers, processing weekly billing & receivables on childcare accounts. Processing new and returning childcare enrollments and collection of outstanding accounts receivable for assigned locations.
- Participates in staff meetings as requested.
- As needed, fill in as an in-ratio site manager or instructor.
- Support the mission and the vision of Tarrant County Kids Program.

### Staff and Volunteer Supervision:

- Supervision of site managers and indirectly supervise site instructors.

### Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

### Related Agency Activities:

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bachelor’s degree in Education or Business; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Must be able to introduce and implement organized systems, meet deadlines, and manage high volume paperwork.
- Must have reliable transportation.
- Skill in working with a diversity of people; ability to facilitate cooperative work and experience in scheduling and multi-tasking.
- Minimum 2 years’ experience in administrative duties, management in education or business.
- 1 or more years of experience in multi-site management or management of a large afterschool site (75 or more youth).
- Strong skills in planning, recruitment, customer service and program development.
- Demonstrated ability to build and coach a team of individuals as business unit leaders.
- Must build rapport within the local community including school administration.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver’s license.

**Preferred Qualifications:**

- Program Director certification through Child Care Licensing

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is typically performed in an office or classroom setting, and may involve standing, stooping, bending, and walking. However, the agency will make accommodations when necessary. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Salary Range:** \$40,000-\$45,000 based upon training, skills, and experience

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Employee Name (Please Print)

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Employee Signature

\_\_\_\_\_  
Date