

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Family Resource Center Director or  
Youth Service Center Director  
Job Class Code: 0110, 7492  
Pay Scale: per salary schedule

Reports to: Superintendent  
Work Schedule: per salary table  
Approval Date: July 2019

**PERFORMANCE RESPONSIBILITIES**

- Promotes harmony and good will with the public in a manner that merits their respect and service as an advocate of children and families.
- Prepares and administers the center budget and supervises all finances. Prepares and submits the center's budget requests and monitors expenditures of funds.
- Prepares and administers FRYSC Grant with cooperation from the Advisory Board.
- Maintains accurate and complete records of all center clients and functions.
- Supervises the daily operation of center.
- Makes recommendations for facility alterations, repairs, and improvements.
- Maintains adequate inventories of property.
- Plans and supervises emergency preparedness of center.
- Plans and monitors progress of mental health services in the district.
- Leads in the development, determination of appropriateness and monitoring of all center activities.
- Supervises and evaluates all activities and programs that are outgrowths of the center's operation.
- Conducts periodic Advisory Board meetings and keeps members informed of regulations, policies, changes and new programs.
- Responsible for recruitment, selection, assignment and training of evaluation personnel being considered for placement to the center including volunteers.
- Assigns duties to all staff of center including volunteers.
- Ongoing assessment of the needs of the community in order to develop effective plans for meeting those needs.
- Plans and coordinates center participation in community events to publicize and promote center's goals and objectives.
- Maintains a program of public relations and communications in order to foster positive understanding and support of the center's objectives and programs.
- Assumes responsibility for all official center correspondence and news releases.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Bachelor's and/or Master's degree preferred

Experience: Working knowledge and experience with Family Resource Centers is preferred

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*