



**Community Recreation Association**  
400 Main Street • Dalton, MA 01226  
413-684-0260 • [daltoncra.org](http://daltoncra.org)   

## **CRA JOB OPPORTUNITY – Program Manager**

**DATE:** November, 2024  
**SUPERVISOR:** Director of Operations  
**HOURS:** 40 hours/Week  
**CLASSIFICATION:** Full Time–Exempt  
**SALARY** Negotiable- Competitive benefits package is provided.

### **GENERAL SUMMARY**

The Community Recreation Association (CRA) is seeking a Program Manager, responsible for overseeing before and after school programs during the school year and the summer and school vacation camps that occur when school is not in session.

The Before and After School Program is a state licensed childcare service that provides safe, structured, and enriching activities for elementary school students. The program offers supervised activities that enhance children's educational, social, physical, and emotional development. The manager is responsible for providing a safe, respectful, caring and constructive environment for all students, following all EEC regulations and guidelines. The camp program offers supervised activities that, again, aim to enhance our children's educational, social, physical and emotional well-being while being in a safe, welcoming and fun environment.

We are looking for a knowledgeable, creative, organized, and energetic leader with a passion for working with children. This individual must have the ability to hire and develop staff and lead by example in the care and education of the children in the program. We are interested in applicants with excellent knowledge of child development and the ability to operate within the structure of the EEC guidelines. The manager must have the ability to inspire confidence in the parent community and will have strong communication skills.

### **JOB REQUIREMENTS**

leading the ongoing program, directing staff, following EEC requirements, communicating effectively with staff and families, budgeting and marketing the program.

### **QUALIFICATIONS**

At a minimum must be able to meet the requirements for Program Administrator with the Massachusetts Department of EEC; degree in early education is highly desirable; previous demonstrated success as an administrator, skills in MS Office essential (Excel, Word); ability to hire, motivate and supervise staff and a strong team player.

### **Send your resume and cover letter to:**

[tvreeland@daltoncra.org](mailto:tvreeland@daltoncra.org) or  
Community Recreation Association,  
c/o Taylor Vreeland  
400 Main Street, Dalton, MA 01226

*The CRA is an Equal Opportunity Employer*