

# AN OPPORTUNITY TO **CHANGE LIVES**

## CHILDCARE DIRECTOR FULL-TIME

### KEY RESPONSIBILITIES

Lead and manage daily operations of a licensed child care facility, including afterschool care, summer camp and childwatch; licensed capacity is 60 children

- Directly responsible for day-to-day safety and well-being of all children enrolled in the program
- Responsible for budget preparation and compliance
- Recruitment, development and supervision of all child care staff
- Maintain files, records and statistical data
- Ensure appropriate staffing coverage with qualified teachers, assistants, floaters and bus staff
- Execute sound administration and management in order to increase program quality and sustainability; promote financial accountability and viability
- Sustain and demonstrate compliance with applicable laws, regulations, licensure and accreditation
- Develop and maintain connections with stakeholders to increase the ability of the program to grow and thrive
- Develop and promote good community relations among local schools and organizations

### QUALIFICATIONS

- Minimum 21 years of age
- Bachelor degree preferred
- Minimum 2 years in childcare leadership role



**ELIGIBLE AND INTERESTED CANDIDATES SHOULD EMAIL RESUMES TO [MANDY@GAPIEDMONTYMCA.ORG](mailto:MANDY@GAPIEDMONTYMCA.ORG)  
RESUMES ACCEPTED JUNE 1-22, 2022**

