

Williamsburg Child Development Center

The Williamsburg Community Child Care Center (W4C's) is a non-profit organization in Williamsburg, IA offering high quality childcare and educational programs for children ages 6 weeks through 12 years. Our mission is to instill, encourage, and further a love of learning while providing a safe and nurturing environment that promotes the social, emotional, physical, and cognitive development of the child. The center offers year round care Monday – Friday 6AM to 6PM for up to 174 children across the entire facility.

Position Title: Center Director

Position Description:

This position is a salaried full time (40+ hrs/wk) position. The Center Director works with the voluntary Board of Directors made up of parents and community members to achieve the above mission, and supervises approximately 20 full time staff members and 25 part time staff members.

Position Summary:

The Center Director will oversee the administration of all daycare center operations. An ideal candidate is a leader who can successfully develop, motivate, and manage a diverse team. The Director will be expected to shape the organization's strategic plan and develop goals to maintain and increase enrollment. He/she will meet with potential new families, give tours, and represent the Center at all times. A love for children and strong desire to make a difference should motivate applicants for this job.

Position Duties and Responsibilities:

- Oversee 100% compliance to all state and federal regulations (ex: health and safety, licensing, etc.).
- Ensure an educational, caring, and safe environment for children and parents. Provide excellent service –prompt response, positive attitude, quick investigations, and follow through on corrective action implementations.
- Foster positive relationships with families, teachers, staff, state licensing authorities, community contacts, and corporate partners. Market the facility within the community to build name recognition. Participate in community outreach.
- Resolve day to day problems relating to staff, facilities, and requisitions.
- Recruit, interview, and hire quality staff (teachers, maintenance personnel, and kitchen staff).
- Develop training plans and set goals for the staff. Make classroom observations. Document any concerns or constructive criticisms, and provide positive feedback to staff. Approve staff merit recommendations.
- Create the budget, get it approved, monitor spending, and review all purchase requests. Continue to seek out additional grants and be creative in acquiring funds to be used for facility improvement or child engagement.
- Work closely with the Board of Directors. Prepare notes and Center updates, financials, meeting agendas, etc.

Education and/or Experience:

- 21 years of age or older
- Degree or certification in early childhood education or equivalent experience
- Has completed at least one course in business administration or has administrative related training and experience
- Must score 100 points through a combination of education, experience, and child development related training according to the DHS point system. See table below.

EDUCATION		EXPERIENCE		CHILD DEVELOPMENT RELATED TRAINING	
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full time (20+ hrs/wk) in a child care center or preschool setting	20	One point per contact hour of training	1
Associate's degree in child development or a bachelor's degree in a child related field	50	Part time (less than 20 hrs/wk) in a child care center or preschool setting	10		
Child development associate (CDA) or one year diploma in child development from a community or technical college	40	Full time (20+ hrs/wk) child development related experience	10		
Bachelor's or higher degree in a non-child related field	40	Part time (less than 20 hrs/wk) child development related experience	5		
Associate's degree in a non-child related field or completion of at least 2 years of a 4 year degree	20	Registered child development home provider	10		
		Nonregistered family home provider	5		

Other Skills and Abilities:

- Required to have excellent writing and oral communication skills. Will need to be able to apply for and write grants, complete licensing paperwork, USDA reports, etc.
- Proficient with Microsoft Office.
- Strong analytical skills, problem solving skills, and project management skills will be necessary.
- Must be self-directed and result driven.
- Familiar with DHS and QRS child care requirements.
- Have an understanding of financial reports (budgets, Profit and Loss, bank statements, etc.).
- Experience with non-profit organizations is a plus.

Disclaimer statement:

The above statements are intended to describe the general nature and level of the work that is expected to be performed by the person hired to fill this position. These statements are not intended to be an exhaustive list of all the responsibilities, accountabilities, duties, and skills required.

If interested in applying, please send a cover letter, resume, and list of at least 3 references to Sandy Joseph at: kindcare@windstream.net or wburg4cs@gmail.com . Applicants should submit paperwork no later than COB 8/11/17.