

Center Director Child Care

The Tot Spot Child Care Center

Macedon, NY

Program Director

Full-time

Onsite

\$50,000 - \$55,000 a year

Posted on December 4, 2023

Organization Statement

Seeking Child Care Director for small center..... full time

If you are looking for a great leadership experience filled with purpose and opportunities, give us a call. We believe that a director can manage with their own style, execute their vision for providing high quality childcare and education with freedom to do so. We provide the support, training, and resources needed to allow a Director to be successful. We believe in the importance of listening to our directors and providing them the tools to create an enjoyable experience for all.

Job Description

Our smaller, manageable commercial center has served our community for over 34 years. Located 10 min. from Fairport, our team of 14 teachers provide nurturing care for infants through school age. This employment opportunity is ideal for a qualified individual with excellent organization, office, computer and communication skills along with proven effective supervisory experience.

BENEFITS:

- A great work environment
- Competitive pay and benefits
- Opportunities for overtime
- Health & Dental Insurance
- Paid vacations / paid holidays / paid sick time / paid personal time
- Yearly evaluations / pay increases

- Tuition reimbursement for training
- Weekly paychecks every Friday & direct deposit available
- Discounted child care tuition for employees
- Retirement savings plan with company dollar matching
- Staff bonuses

Responsibilities

We provide creative year round instruction using provided lesson plans. Our teachers and assistants implement lesson plans, help with meals, playground supervision, record milestones for children, encourage learning through play,

interact with other caregivers & parents and participate in our ongoing paid career training.Â Â This employment opportunity is ideal for a qualified individual with excellent organization, office, computer and communicatoin skills along with proven effective supervisory experience.

Qualifications

OB REQUIREMENTS:

Bachelor degree or Masters degree in Early Childhood, Child Development or related field of study -or- an Associates degree with a plan leading to a Bachelors or Masters degree -or- a child care administrative credential.

.....and

- Experience at a child care center or similar in a supervisory role
- Considerable experience working with children in a teaching capacity
- Be professional, nurturing, responsible and motivated
- Capable of working well with teachers and administrators
- Possess good people skills and effective communication skills
- Have a passion to work with young children to have a positive impact
- Proficient working with Windows, MS Word, MS Excel and Google docs

Pay commensurate with education and work experience

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Send resume and cover letter via email to: **thetotspot@aol.com**

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