

Director of KidsFirst Childcare

Ballston Spa, NY 12020

Company Description:

KidsFirst Childcare is a learning center, affiliated with Christ Episcopal Church, for children from 6 weeks to five years of age as well as an after-school program for elementary students. We believe in a philosophy in which staff and parents work together, with God, to create a loving community that provides the best learning environment for each child. We value the Christian principles of love, patience, integrity, and good citizenship to support each child and help them grow in body, mind, and spirit. We value all members of our staff and do all we can to make KidsFirst a fulfilling place to work.

Job Description:

KidsFirst Childcare seeks an innovative and fiscally minded Director that loves working with children. The Director will build trusting relationships with parents, staff, and of course the children. The Director will oversee developing and implementing a sound, faith-based educational program for children from infants to pre-school. The Director will have a great sense of humor and will be able to deal with the ups and downs of working with kids all day long. This position reports to the head of Christ Episcopal Church and the KidsFirst board.

Job Responsibilities will include:

- Maintain compliance with all state childcare licensing
- Ensures a safe and healthy learning environment for all children
- Demonstrate highly effective organizational, time management and multitasking skills
- Supervising staff and children
- Ability to build and maintain effective working relationships and partnerships with teachers and parents
- Overseeing all business aspects of running a large childcare center including; budgeting, cash flow management, accounts receivable, collecting tuition and financial reporting
- Conducting formal and informal teacher observations
- Collaboration with staff and board members
- Creating and adjusting daily staff schedules
- Managing all day-to-day operations; ensuring all policies and procedures are met
- Conducting staff trainings, staff meetings and professional development trainings for staff
- Using various software systems
- Cultivating a safe and enjoyable culture while working in a fast-paced environment
- Attending and reporting out at monthly board meetings
- Marketing and promoting KidsFirst; ensuring presence in the church and Ballston Spa communities

Requirements:

Required Qualifications:

Candidates must pass all state background checks.

- A bachelor's degree including, or in addition to 12 credits in Early Childhood, Child Development or related field
- A minimum of two years' experience as a childcare center director

Preferred Qualifications:

- A master's degree in Education
- 5+ years experience as a childcare center director
- Experience with ProCare system

Special Information:

Outstanding benefits; including pension, healthcare, educational incentives, and vacation time.

*How to apply- Send resume, cover letter and 3 references to 1512daycare@gmail.com. In cover letter please give three reasons why you are a great fit for this position.

KidsFirst ChildCare Mission Statement

Kids First Child Care Center is a place where the happiness, personal growth and security of our children and the satisfaction of our parents are the guiding principles for everything we do. As a Christian organization, we believe that God loves us and wants us to maximize our potential as human beings. We believe that we are entrusted by God to care for each child in a manner pleasing to Him.

Christ Episcopal Church Mission Statement

A loving community seeking to know Jesus Christ and make Him known.