



Job Title: Child Care Director
Department: Wellness
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: Created 10/1/24 (Council)

Accountability

Under the direction of the Executive Director of the Wellness Center and Assistant Recreation Director, respectively.

Job Summary

Provides overall coordination and management of the child-watch and before/after-school program and associated staff while implementing high quality programs and activities to meet all state, federal, and local guidelines.

Essential Job Functions

Manages, directs and coordinates child watch and before/after school programs at the Wellness Center. Achieves and maintains childcare licensure of the facility and ensures the facility remains in compliance. Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate. Provides for upkeep of assigned program facilities and ensures the physical environment minimizes risks to health and safety. Researches, implements, and maintains safety procedures for the drop-off and pickup of the child watch and before/after school rooms. Researches, implements, and manages programming to meet the needs of patrons and the operations direction set by the Executive Director. Monitors and evaluates the effectiveness of and participation in the programs, including revisions to achieve maximum effectiveness. Recruits, hires, trains, develops, schedules, evaluates, and directs personnel and volunteers in coordination with the Executive Director. Develops and maintains relationships with state childcare licensing agency, school administration, parent groups, and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner in coordination with the Executive Director. Develops and manages budget related to programs and presents to the Executive Director for consideration. Maintains proper records as required by licensure or by local, state, and federal law.

Additional Duties and Responsibilities

May attend City Council, Park & Recreation Board, and other meetings as requested. May assist in the marketing and distribution of programming information.

Knowledge, Abilities and Skills

Considerable knowledge of early childhood education practices, ADA requirements, childcare facilities licensure, and best practices in serving all children with varying needs. Skill in: developing and implementing a wide variety of educational, recreational, and social programming for children; assessing and monitoring program performance including the ability to adapt programming. Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the general public; general understanding of personnel and operations budgeting and ability to manage assigned budget effectively; strong supervisory skills required, with the ability including but not limited to: planning, supervising, managing, and evaluating the work of subordinate personnel; ability to work collaboratively and successfully with local schools and organizations in scheduling and accommodating their programming; aptitude to learn and interpret rules, regulations, laws, and ordinances affecting recreation programs and activities. Ability to: work evenings and/or weekends depending on programming and scheduled events; attend meetings and/or conferences in- or out-of-town; sit and/or stand for long periods of time; lift up to 50 lbs; experience occasional exposure to wet/humid conditions and pool chemicals.

Education and Experience

Five (5) years of increasingly responsible experience in education, childcare, or related field; or a Bachelor's Degree in Early Childhood or Elementary Education with at least one (1) year of applicable work experience is desired; at least two (2) years of experience with various computer programs and functions; or any equivalent combination of experience and training deemed sufficient to successfully perform job duties.

Special Requirements

Possession of or ability to obtain or complete within the first six (6) months of employment: CPR, First Aid, Bloodborne pathogens, and AED certifications, as well as State of Nebraska Child Care licensure. Possession of a valid driver's license.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*