



northcentral.org

EXECUTIVE DIRECTOR

KIDCENTRAL, LLC. CHILD CARE PROGRAM

Reports to: Senior Pastor (Pastor Dan Williams)

Required Hours: 35-40 hrs/week; \$43-\$48,000; Benefits Negotiable

The Executive Director is a part-time paid staff member who is responsible for the following: Developing, leading and managing the day-to-day activities of KidCentral LLC's out-of-school programs. Implementing new strategies to care for children and engage families in the before and after school daycare while bearing the overall responsibility for the quality and success of the program. This includes, but is not limited to: administrative duties, maintaining a safe and organized environment, supervising staff, and shaping a culture of hospitality and grace. The ideal professional will be highly-motivated, organized, detail-oriented, experienced in team development, knowledgeable of child care programs, familiar with the out-of-school-time model and the mandates of the NY State Child Care Regulations.

KIDCENTRAL, LLC. DESCRIPTION

A modern kid space featuring the safest and most attractive learning environment possible. In three neighboring towns approximately 33% of families are single caregivers and approximately 25% of all new births are to unwed moms. KidCentral will offer high quality child care programs to help meet needs for these families and others looking for affordable quality programs.

EDUCATION

- Bachelor's Degree in Education, Entrepreneurship or Social Sciences preferred.
- Complete 15 hours of professional development each calendar year.

EXPERIENCE

- Minimum of two years' teaching experience working with elementary or middle school-aged children.
- Knowledge of Before & After School child care programs.
- Program development and reviewing care plans.
- Works flexibly, efficiently, and diplomatically with children from diverse background and ethnicities and a board of directors.
- Two to three years of supervisory experience.
- Knowledgeable of educational strategies and child development.

SKILLS

- Exceptional in group management, problem-solving, conflict resolution, and crisis management.
- Strong in verbal and written communication.
- Ability to work as part of a team within a non-profit church community.
- Project & organizational management, leadership, data management, & communication.
- Proficient in team-building and collaborative leadership.
- Demonstrate key competencies including: initiative, teamwork, and adherence to the highest professional conduct.
- Ability to act as liaison between school administration, extended day staff and board of directors.
- Model strong classroom and behavioral management skills, ensuring staff as well as program participants follow standards and program rules.

Responsibilities/Administrative Duties

- Hire, train and manage a staff of 8-15 staff members responsible for a maximum of 120 children.
- Develop and implement a high-quality KidCentral program (including any curriculum) to help enrolled families thrive in a supportive and engaging environment through a 'whole life' empowerment and coaching approach (cooking, clothing, school supplies, financial, etc.).
- Oversee all on-site and off-site activities for staff and participants.
- Promote the philosophy, mission, and vision of KidCentral.
- Initiate and establish the center's goals, curriculum and daily routine to offer children and families a variety of growth experiences.
- Meet with prospective students and their families.
- Ensure the care center and its staff meet required licensing regulations and safety standards.

- Develop recruitment strategies to increase and maintain site registration, and encourage parent and community development and involvement.
- Will be supported by the Board of Directors, Senior Pastor, Assistant Site Director, Group Leaders and Activity specialists in various enrichment activities such as elective camps. (e.g. tennis, basketball, soccer, martial arts, dance, music, theater, nutrition, character development, etc.).

Expectations

- Adhere to all KidCentral policies, practices, and procedures while ensuring program compliance are met with the directives of all program regulators and funders.
- Inform staff and participants of all KidCentral programs, camps, and other opportunities for childhood development and care.
- Keep accurate records of registration, attendance, and staff and participant information.
- Complete and submit all paperwork and/or reports in a timely manner.
- Assess program quality and identify opportunities for improvement.
- Attend all meetings, trainings, orientations, special events, and workshops as required by Supervising Board including but not limited to activities that occur outside of program hours.
- Serve as a positive role model, uphold professional behavior, and work closely with all staff and participants in a team-based, respectful setting.
- Employment clearance through KidCentral and other regulatory agencies and/or funders, as applicable.

North Central Church is an Equal Opportunity Employer.

kidcentral.northcentral.org

northcentral.org/employment