

Childcare Center Director

Tender Loving Care (TLC) Childcare is hiring a Director to oversee our well-established childcare center. For over 40 years, TLC has provided high-quality early childhood care and education, maintaining an enrollment of roughly 140 children year-round. TLC is a 501(c)(3) daycare providing a positive learning environment for children ages 12 months to 12 years. The Director is responsible for the daily management of the center's operations following recommendations from the Board of Directors. The Director will handle enrollment, manage and work with staff, ensure the facilities are well-maintained, oversee the center's financial affairs, and serve as the point of contact for the community at large.

The successful applicant will preferably have experience in small business management, an understanding of childcare center or nursery school operations, and strong leadership skills. The successful applicant should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood development experience is a plus. TLC is an Equal Opportunity Employer.

Responsibilities:

In conjunction with the Assistant Director, the Director is required to:

- Oversee daily operations
- Ensure a safe and stimulating environment while complying with laws and regulations
- Recruit and enroll children in the childcare center
- Oversee staff recruitment, hiring, and scheduling
- Support teaching staff by aiding with the development of classroom curricula
- Complete training and courses to remain current on daycare standards and procedures and compliance with Idaho STARS and USDA Food Program requirements
- Communicate/meet with parents regarding their children and the center's policies
- Manage and oversee the budget, purchasing, and working with the Center's CPA
- Apply for applicable Federal/Local aid programs/grants in support of 501(c)(3) entities
- Work closely with the Board of Directors to ensure that center policies and practices are aligned with the center's strategic goals and mission

Qualifications:

- Associate or Bachelor's degree; either early childhood, business management, or related field (preferred)
- Ability to obtain City of Pocatello Childcare License and pass criminal background check
- Friendly and approachable demeanor
- Excellent organizational, problem-solving, and time-management skills

Preferred Qualifications:

- Small business management experience
- Early childhood education experience
- Strong crisis management abilities

- Excellent written and verbal communication skills
- Strong leadership and interpersonal skills
- Maintain a professional appearance, attitude, and work ethic at all times
- Must be able to work at a desktop computer
- Must be able to lift and carry up to 40 lbs., bend, twist, and kneel

Job Type: Full-time

Salary: \$45,000 - \$50,000, BOE

Benefits: Paid Time Off, Aflac, Weekends and Holidays Off

Job Posting: Open Until Filled