

## Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: \*

5/11/2018

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Name of Agency/Program: \*

KiddieKlub Childcare & Preschool

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City: \*

Rochester Hills

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Position/Job Title: \*

Center Director

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## Job Description: \*

KiddieKlub is currently accepting applications for a Center Director. The Center Director is responsible for the care, supervision and management of all children in accordance with the state licensing requirements and overall goals of KiddieKlub. The Center Director reports to the Center Owners. Come join our fun and friendly team of staff while providing genuine care and education!

Responsibilities include but are not limited to:

- Create and maintain a clean, positive, safe, and loving atmosphere
- Oversee day to day operations and implement state licensing standards
- Develop, implement, and evaluate center policies and procedures
- Ensure safety, health, and caring management of all children entrusted to the facility
- Plan and implement team member meetings and professional development activities
- Hire, train, schedule, and evaluate team members
- Oversee KiddieKlub food program
- Oversee the development of center curriculum and extra-curricular activities
- Maintain center enrollment and child transition calendar
- Assist in the center budgeting

Requirements include:

- Must be at least 21 years of age
- Have a high school diploma
- Have current certification in infant, child, and adult CPR and first aid
- One of the following:
  - o Bachelor's degree or higher in Early Childhood Education or Child Development
  - o Bachelor's degree or higher in a child-related field including 18 semester hours of E.C.E. or C.D. coursework and 480 hours of experience
  - o Associate's degree in Early Childhood Education or Child Development including 18 semester hours of E.C.E. or C.D. coursework and 480 hours of experience.

We are looking for someone who has exceptional communication skills, strives to develop positive teamwork, consistently displays positive energy, and continuously works to create and maintain a loving, safe, and nurturing atmosphere throughout the entire center. If you possess ALL of the requirements listed above and believe you are qualified for the position, please e-mail resume and cover letter to Candi Sproat at [info@kiddieklub.com](mailto:info@kiddieklub.com) or apply in person.

Compensation:

Salary position starting at \$36,000+ based on experience. Paid Holidays, Paid Time Off, Health Benefits, Tuition Discounts

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Applicants Reply to:

[info@kiddieklub.com](mailto:info@kiddieklub.com)

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