

**MOAB COMMUNITY CHILDCARE**  
**Job Description**

Job Title: Center Director  
Full-time, Exempt

**ORGANIZATION OVERVIEW**

We are a 501(c)(3) non-profit organization whose mission is to bring quality affordable childcare to residents of Moab. Our first center will be in the Lutheran Church on 360 W 400 N. Note: We are not religiously affiliated. We will have eight spots for infants aged 0-2. Over time, we hope to open additional centers and expand the age range served until affordable childcare is widely available in Moab for working families. Due to generous state subsidies, out-of-pocket costs for most families will be low. We plan to be open M-F from 8:30a-5:30p.

**POSITION OVERVIEW**

The Center Director will oversee the operations of a childcare center serving eight infants aged 0-2. The Center Director will be the lead caregiver at the Center, in addition to managing approximately 2-4 part-time caregivers. Over time, as we open more centers, the Center Director could be promoted to Executive Director and oversee multiple centers.

**REPORTING RELATIONSHIPS**

Initially, the Board will supervise the Center Director. Once we open more centers, we will hire an Executive Director who will supervise the Center Director(s).

The Center Director will supervise approximately 2-4 Caregivers at their Center.

**ESSENTIAL FUNCTIONS**

1. Manage day-to-day operations in one (or two) local non-profit childcare facilities.
2. Commit to work on average 40 hours a week.
3. Establish and sustain a positive learning environment for children.
4. Oversee and coordinate a childcare program that complies with applicable regulations.
5. Ensure that facilities are maintained in a safe, clean, and inviting manner.
6. Recruit, interview, hire, manage, and support a complement of daycare staff.
7. Manage the center's daily financial affairs.
8. Manage all aspects of a daycare center, as well as have strong leadership skills.
9. Project a friendly demeanor, love for children, and the ability to create a supportive and encouraging environment for children, parents, and staff.
10. Complete and ensure that staff completes ongoing training and courses to remain up to date on daycare standards and procedures.
11. Work with the Board to create the center's policies.
12. Communicate and meet with parents regarding their children and the center's policies.
13. Manage the budget and ensure that the center remains viable in coordination with the board.
14. Recruit and prepare volunteers, including background checks as required by state law.

15. Ensure that open childcare spots are filled as quickly as possible.
16. Report to the board monthly, or as required, and develop yearly budget, policies and procedures, and necessary tracking for parent fees.
17. Complete the new director training within 60 working days of assuming director duties.
18. Complete at least 20 hours of child care training each year, based on the facility's license date.

## **MINIMUM QUALIFICATIONS**

### Education and experience

#### ONE of the following:

1. Bachelor's degree, and at least 60 hours of approved Utah Early Childhood Career Ladder courses in child development; or 60 hours of equivalent training as approved by the Department;
2. At least 12 college credit hours of child development courses;
3. A valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition, or other equivalent credential;
4. At least a Level 9 from the Utah Early Childhood Career Ladder system; or a National Administrator Credential (NAC) and at least 60 clock hours of approved Utah Early Childhood Career Ladder courses in child development, social/emotional development, and the child care environment; or 60 clock hours of equivalent training as approved by the Department.

### Certifications

1. Have or be willing to obtain an infant and child CPR certification (Red Cross or equivalent).

### Desired Attributes:

1. Excellent written and verbal communication skills.
2. Strong leadership and interpersonal skills.
3. Excellent organizational, problem-solving, and time-management skills.
4. Friendly and approachable demeanor.
5. Professional appearance, attitude, and work ethic.

## **WORK ENVIRONMENT AND PHYSICAL AND MENTAL DEMANDS**

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to operate standard office equipment; and lift up to 35 pounds.

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems including emergencies; use basic math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with infants, staff, the Board, and families.

**SELECTION GUIDELINES**

A formal application and résumé is required; finalists will interview with the Board and a hiring committee. Applicants must pass a pre-employment drug test and background check, and upon employment, must possess a valid Utah driver's license.