**GENEVA LAKEFRONT CHILDCARE CENTER**

TITLE: Director

REPORTS TO: President of the Board of Directors

JOB SUMMARY

The Director is responsible for the overall success and operation of the Geneva Lakefront Childcare Center (hereinafter called “Center”) and is responsible for developing programming and managing the Center to ensure it always offers a safe, developmentally appropriate environment for its children. The following list of responsibilities for this position is not inclusive, and additional duties may be added from time to time, as needed. The Director is accountable to the Center’s Board of Director’s (hereinafter called “Board”) and serves at its pleasure. The Director serves as staff representative to the Board, communicates staff needs and concerns, and serves as a non-voting member to the Board and its committees. The Director will provide the Board with monthly financial reports, including a balance sheet, profit and loss statement, comparisons to budget, along with a meeting agenda, at least one week prior to each Board meeting. Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms and the singular of nouns, pronouns and verbs shall include the plural and vice versa.

RESPONSIBILITIES

**General**

The Director must ensure that the Center is in full compliance with all relevant Federal, State, and/or local regulatory requirements pertaining to licensed child care facility operations and/or any accreditation standards, if applicable. The Director shall notify the Board of any potential compliance issues as soon as they are discovered.

**Program Management**

The Director will assure an active system of family-Center relationships by doing the following:

* Planning an orientation of parents and caregivers to provide an overview of the Center, its program and procedures.
* Maintaining open lines of communication between staff and families.
* Developing and implementing a program for the Center’s children that meets all New York State licensing requirements.
* Organizing procedures for the management of the children’s programs and routines, including but not limited to educational programming, field trips and an evaluation process for each child’s progress, abilities and special needs.
* Ensuring that staff keep current, accurate and confidential files including but not limited to enrollment records, attendance, and health and safety records.
* Designing and implementing a plan to obtain and maintain NAEYC accreditation.

**Financial Management**

The Director is ultimately responsible for reviewing and understanding all financial reports, this includes balance sheets, profit and loss statements, enrollment statistics, accounts receivable reports, etc. Other financial duties include:

* Ensuring that all reports are prepared in a timely and accurate manner and that administrative staff is collecting receivables and paying all bills in a timely manner.
* Developing and implementing the Center’s operating budget in conjunction with the Board.
* Supervising and reviewing all budget activities as well as effectively managing the Center’s finances in accordance with the annual budget.
* Organizing, prioritizing and allocating time and resources to promote efficiency.
* Allocating resources to support the best possible delivery of services.
* Applying sound financial management principles in decision making and strengthening Center operations through good financial planning and implementation.

**Enrollment Management**

The Director will ensure children are continuously enrolled with a primary focus on keeping vacancies to a minimum. This can be achieved by:

* Ensuring all guests are welcomed and that the Center environment is pleasant and professional.
* Interviewing parents and caregivers of children, inviting family and caregiver feedback, and providing tours and orientations as needed. The Director may delegate these tasks as appropriate; however, this position is ultimately responsible for knowing and understanding enrollment management and the various facets it entails so accurate reporting can be done to the Board.

**Recruitment and Retention**

The Director is responsible for all personnel management which includes:

* Interviewing, hiring, training, evaluating, supervising, reprimanding, terminating, and retaining staff.
* Addressing any personnel issues, documenting them consistently, and reporting to the Board as necessary.
* Performing standardized evaluations annually.
* Overseeing the preparation of job descriptions.
* Preparing, updating, and distributing the staff handbook
* Planning, implementing, and communicating professional development opportunities.
* Assisting staff in developing and implementing daily, weekly and annual plans. The Director is also responsible for retaining quality employees to minimize potential programmatic transition issues.
* Recommending pay increases to the Board on an annual basis during the budget process.

**Marketing**

The Director will actively market the Center and its programmatic offerings by:

* Developing creative strategies to advertise the Center. This includes special events, summer programs, annual fundraisers, etc.
* Documenting and publicizing curriculum. Venues should include print advertising, the Center’s website, social media sites, etc.

**Community Outreach**

The Director will ensure the Center is engaged in regular Community outreach by:

* Taking advantage of student teaching programs in cooperation with local educational institutions
* Attending and participating in professional conferences, lectures and other educational events when feasible.
* Regularly seeking opportunities for program expansion through collaboration with available resources as well as seeking out potential new revenue sources (grant writing, fundraising, etc).

QUALIFICATIONS

* Bachelors Degree in Early Childhood, Nursery and/or Elementary Education, Human Services or related fields
* 3 years managerial experience including financial management, staff supervision and development, program development
* 1 year full time teaching experience in a child day care center or early childhood programming
* Demonstrated experience in working with a socioeconomically diverse population
* Knowledge and experience related to child and family issues, programs and NY State licensing requirements for early childhood programs
* Strong written and verbal communication skills
* Demonstrated computer skills including use of email, Microsoft Office, etc.
* Willingness to participate in appropriate community related functions and activities.

**Geneva Lakefront Childcare Center is committed to attracting and supporting staff that fully represent the racial, ethnic, and cultural diversity of the nation and actively seek applications from under-represented groups. The Center does not discriminate on the basis of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation, gender identity and expression or any other protected status. Interested candidates should submit**

**APPLICATION INSTRUCTIONS**Review of applications will begin immediately and continue until the position is filled. Interested applicants should send a cover letter, resume and the names with contact information for three references to:

Janine DeBolt, Board President  
61 Elizabeth Blackwell Street   
Geneva, NY 14456