



Company: Whimsy - A Drop In Child Center

Position: Center Director

Time: Full Time, Salaried Position

Whimsy is a drop in care center for children ages 3 til their 9th birthday. It is for short term, and often times, spur of the moment child care. Children stay no longer than 4 hours at a time and no more than 20 hours per week as permitted by the state of Tennessee. We are seeking a person that can bridge the gap between the business mindset and the mindset of child care.

The ideal candidate will be detail oriented to ensure both compliance with state regulations as well as a clean, bright environment. Possess personnel management skills to assist with hiring, on boarding, training, disciplining, and overseeing the work coverage schedule for the staff. Will have the disposition for arranging marketing partnerships as well as be a community leader.

We are caring for everyones "center of the universe" and as such the director will navigate, and train others with, client facing interactions.

Work in a fast paced, always on your feet, energetic environment of good times and laughter with children between 3 and 8years of age.

Establish and assist in the hiring process of part time staff members

Manage and set the weekly schedule

Establish and implement protocols for cleanliness and hygiene throughout the facility

Manage and monitor the supply closet

Be prepared and professional for client facing interactions

Work closely with owners on all pertinent matters

Job Description:

In an ideal world, the director will arrange their model day and week in such a way as to spend up to 2 hours per day on compliance, regulations, and correspondence, 2 hours per day on staffing matters, 2 hours per day on community outreach, and up to 2 hours per day pitching in on care for children and facilities management concerns.

We can envision the director alternating mornings and afternoons with office work and community outreach, respectively. Lunch meetings with networking opportunities throughout the Tri-Cities. Finishing the day helping out the staff and ensuring that the center is prepared for evenings and weekends.

Qualifications:

Must be over 21 with one year of experience in child care and capable of passing a background check along with any other State requirements for working in such an environment.

A Bachelors Degree preferred with a major or course work in some or all of the following: Business Management, Early Childhood Development or Education, Marketing.

Creativity and Leadership are a plus.

Must possess communication skills (either written or verbal) both is preferable

Capable of leading a team by example and making it a great place to work

Additional:

This position has a career path, potential for promotion, and an average starting annual rate of pay in the mid \$30k's per year. With increases and promotions, this can grow to more than double. A career mindset over a job mindset is a must. We value personnel and consider everyone to be a potential long term member of a growing and sustaining family business.