

Kids Play Garden

Assistant Director Position

Scope of Position:

Responsible for the daily operations of the center and preschool program. Manages day to day organization of Play Garden staffing, activities, family registrations, as well as Stay Trak records & daily revenue reports. Takes individual initiative to ensure high standards of care and impeccable customer service. Ability to demonstrate professionalism and expected standards of procedures during all working shifts. In addition must be able to delegate responsibilities and tasks to ensure effective daily operation of center. Must be Large Center Director Qualified.

Duties, Accountabilities and Limits of Authority:

Job duties that are expected to be performed unassisted or with limited assistance by the individuals manager.

- Follows daily opening procedures and protocols for center operations.
- Reviews daily report including revenue accountability and stay trak software records.
- Prepared with detailed lesson plans to implement daily and weekly
- Consistently prepares sensory table and learning centers for preschool program.
- Maintains organization of front desk for professional check in/check out procedures.
- Able to offer effective feedback to staff/teachers to aid in areas of improvement.
- Completely knowledgeable of all PG operations, programs, pricing, packages, policies, & procedures.
- Fully trained and fluent in use of Stay Trak software
- Initiates staff productivity during daily shifts and with varying conditions.
- Supervise registration and enrollment of families.
- Manage center's data including enrolled customer list, email list, mail chimp, and client agreements.
- Post and maintain a working calendar of program activities & special events. Must be knowledgeable of County wide School Calendar.
- Supervision of weekly and monthly staff schedule, request off, coverage, and shift changes.
- Maintains inventory of food and art supplies in order to keep responsible budget.
- Implement strategies to recruit and maintain family enrollment.
- Evaluate teachers on a quarterly basis.
- Supervise implementation of licensing and safety procedures.
- Maintain staff records
- Maintain a visible presence to staff, children, and families.
- Works Directly with the Director on all aspects of the business

To Be Considered for the Position:

Have experience teaching in a center for children ages 1-5 yrs old. Must be Large Center Director Qualified and previous management or Director experience a plus.

Pay \$21-25 an hr dependent on experience.

Benefits:

Health Insurance Stipend
Dental / Vision 100% covered
Paid time off - that accrues

Retirement Plan percentage match available
Childcare

Contact:

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