

**South Davis Recreation Center**  
**550 North 200 West Bountiful, UT 84010**  
**(801) 298-6220**

**POSITION: Drop-In Daycare Director**

**EFFECTIVE DATE: May 2019**

**DAYCARE HOURS: M-F 8am-12noon &**

**SALARY: \$10.50/ hour**

**M-Th 4pm-8pm, Sat. 10am-1pm**

**GENERAL PURPOSE:**

Performs a variety of routine administrative, first-line supervisory duties related to planning, organizing and coordinating the day-to-day operations of the drop-in day-care facility and attends to children's basic needs.

**EXAMPLE of DUTIES:**

Plans, organizes, and directs the daily operations of the day-care; implements policies and procedures; establishes goals and standards for operations; operates within the guidelines established by the state licensing department.

1. Develops and implements activities for children while in the daycare; watches and attends to children; provides a safe, fun and stimulating environment appropriate to children's needs; provides first aid to injured children; completes accident and incident reports.
2. Provide a clean and safe environment for children; maintains cleanliness of care center; oversees maintenance of day care equipment, materials and inventory; accounts for use and disposition of materials and teaching aids; purchases materials as needed.
3. Assists with the budgeting process for the daycare; reviews monthly expenditures and revenues to ensure daycare is on target, makes recommendations on changes that could be beneficial to the daycare.
4. Maintains care center records on the children; records and documents participant information; fills the role of front line assistance with parents with concerns about daycare and the staff; resolves problems and complaints from parents; records and documents staff training and certifications.
5. Greets parents and children; orients parents in regard to policies and procedures of care center and maintains positive rapport with parents and patrons; observes specific parent directions for special needs of children; checks children in and out while providing basic child care; ensures established security procedures are followed when checking children in/out; establishes safety procedures, i.e. fire drills, etc.
6. Participates in hiring process; oversees staff member interactions with children and provides on-site direction regarding actions; provides staff training and conducts meetings; develops work schedules; monitors staff performance and makes recommendations affecting employment status; assists in approving timecards on a bi-weekly basis. Maintain staff records of training and certifications.
7. Assists with special events held by the facility; works with event coordinator/s for proper staffing needs.

8. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Education and Experience

- A. High school diploma or GED equivalent

AND

- A. Bachelor's or associate's degree in Early Childhood Education or Child Development

OR

- B. Bachelor's degree in a related field with documented four courses of higher education completed in child development

OR

- C. A national or state certification such as Certified Childcare Professional, National Administrator Credential, Child Development Associate (CDA)

OR

- D. Three years experience in child care, elementary education, or a related field.

2. Knowledge, Skill, and Abilities:

A working knowledge of basic child care and feeding; understanding of infant and child development; state day care licensing requirements; public relations practices and techniques; health and medical care for children; office procedures; personal computer and software programs; record keeping techniques; general principles of supervision.

Ability to work well with children and parents; be patient; move and react quickly to a variety of circumstances; establish and maintain effective working relationships with employees and the public; ability to communicate effectively; verbally and in writing; demonstrate good judgment and decision making; follow written and verbal instructions and/or procedures.

3. Special Qualifications:

Must be 21 years of age.

Must pass a background investigation and drug test.

Must pass a TB test.

Must have current certifications in American Red Cross Community First Aid & Safety, CPR for the Professional Rescuer and AED within 30 days of hire.

4. Work Environment:

Incumbent of the position performs in a climate controlled environment. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Exposure to high levels of noise. Occasionally required to climb or balance, stoop, kneel, crouch or crawl. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminate thinking and creative problem solving. Must frequently lift and/or move 20 to 25 pounds and occasionally lift and/or move 35 to 50 pounds.

**EQUAL OPPORTUNITY EMPLOYER**