



Director

The Children's Center at Mulberry (Macon, GA)

The Children's Center at Mulberry (CCM) seeks a full-time, state-qualified Director who will provide leadership to our non-profit organization and guide our child care programs consistent with the philosophy and policies outlined in CCM's Operating Agreement and within budgetary constraints.

The Director reports directly to the CCM Board of Managers and works closely with the Board in all aspects of the organization's management, fundraising, marketing, finances, programming, strategic planning, and organizational development.

Responsibilities:

Under general supervision, the Director operates the Center to conform with institutional regulations, state child care licensing provisions, and accreditation expectations. Responsibilities chiefly include the overall management of the Center, including the following duties:

- Promote a safe, nurturing, healthy, positive, and caring environment focusing on the children's social, emotional, physical, cognitive, and spiritual development
- Ensure compliance with all federal, state, and local government requirements for the facility's operations and standards for satisfaction of accreditation requirements
- Foster parental rapport and keep parents informed of center activities
- Revise and update policies and procedures for staff and parents
- Recruit, train, supervise, and retain quality staff and support their professional development
- Plan, develop, schedule, and/or provide in-service training and staff evaluations
- Develop and order all necessary child care curriculum, supplies, and equipment
- Maintain administrative and business reports and records and oversee the preparation thereof, including records of fees, payments, and late charges, and collect delinquencies
- Market the facility to the community and engage in writing, public speaking, and meetings as necessary to do so
- Manage for optimal use building facilities, including but not limited to inspections, permitting, code compliance, capital projects, maintenance, and repairs
- Foster and cultivate partnerships with other organizations
- Maintain accurate records on children to include development, attendance, immunization, and general health and accurate waiting lists for admission

Skills & Abilities:

- Excellent customer service skills
- Ability to build successful relationships and influence people for positive results
- Analytical problem-solving
- Budget planning and tracking

- Skill in planning, organizing, and setting/meeting deadlines
- Excellent oral and written communication skills
- Ability to define problems and resolve them quickly and appropriately
- Skill in efficiently handling conflict and complaints
- Ability to work with frequent interruptions and changing priorities
- Computer proficiency with Microsoft Office, timekeeping, payroll, and newsletter design programs and with social media

Education & Experience:

- Minimum of 25 years of age
- Bachelor's degree in early childhood education, child development, or related field (preferred)
- High school diploma or equivalent required
- Minimum of two (2) years' experience in a licensed child care facility with at least one (1) year in a management role
- Must satisfy criminal background check
- Complete TB skin test and COVID vaccinations and be free from contagious diseases
- Ability to lift up to sixty (60) pounds

Specialized Training & Licensing:

- Minimum of a licensed child care director's credentials issued by a professional or education institution
- Must have current Adult, Infant, and Child CPR and First Aid certifications
- Must participate in an 8-hour orientation, including training on internal financial matters, Board governance model, and CCM's relationship with Mulberry Street United Methodist Church
- Minimum of twenty-four (24) hours of training annually (to be approved in advance by Board): six (6) hours in the areas of management and staff supervision required; six (6) hours in child development or early childhood education required; six (6) hours in financial management and budgeting required
- Satisfaction of all Georgia DECAL/Bright from the Start standards upon hire and throughout employment

Compensation & Benefits

- Competitive salary
- Performance-based bonus
- Annual professional development days (3) and designated expense account for professional development
- Vacation/sick/bereavement paid time off
- Paid holidays
- Direct deposit

How To Apply

Please send a letter of interest along with a current resume to the CCM Board of Managers via email at ereece@mulberrymethodist.org; no phone calls, please. Acceptable candidates will be asked to complete an additional application form and participate in an onsite interview that will include a tour of the Center.

The Children's Center at Mulberry is an equal opportunity employer.