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Description automatically generated Campus Director – Childcare Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Little Wings Early Learning Academy is a 501c3 nonprofit established by IAM751 and the Machinists Institute. Our mission is to provide an inclusive environment for children ages 6 weeks through 12 years during regular and nonstandard hour care in an early learning environment designed for all children to thrive. The learning environment is on a 2.75-acre campus, dedicated to inspiring and fostering development through inquiry-based learning and STEAM Activities.

The Campus Director will be the first employee hired at this exciting childcare start-up. They will report to a Board of Directors as they engage in all aspects of the licensed and exempt programs from financial wellness, operations, and community engagement; inspiring staff and supporting programs. An individual who wishes to build programs, initiate a team building strategy while creating an environment of safety, compassion and learning will be an ideal fit for this role.

**As the Childcare Center Campus Director you will:**

* Promote equitable access to all in academics, leadership opportunities, and employment
* Promote a healthy and safe environment where children and staff can thrive
* Report monthly, quarterly and yearly the overall status, enrollments, and financial wellness to the Board of Directors
* Provide guidance and ensure compliance in meeting licensing and quality standards, and all applicable laws regarding a licensed child care center business in Washington state
* Develop and maintain community relationships to support all programs and campus
* Oversee daily operations
* Recruit, hire, train, and coach staff in all areas of the childcare center
* Manages and implements high quality infant, toddler, preschool and school age programs
* Knowledge of applicable laws and child care center licensing and exempt guidelines
* Knowledge and ability to support staff in curriculum selection, development and implementation to meet developmental milestones and individual needs
* Conduct daily, weekly, and monthly safety checks
* Provide excellent customer service in-person, over-the-phone, and through email
* Have a commitment to the diversity and dynamism of our community and ensure the program is responsive to these diverse needs
* Guide with positive reinforcement

**The Qualified Candidates will:**

* Have significant strategic leadership experience within an early learning, childcare environment
* Have a Bachelor’s Degree preferably in Business Administration, Early Childhood Administration or related equivalent working experience
* Be able to meet and maintain the DCYF requirement for Center Director
* Have a working knowledge of applicable laws and childcare center licensing and exempt guidelines as required by state and federal government agencies
* Be knowledgeable and have the ability to implement and use screening tools including health and developmental screening tools and programs
* Be proficient in the use of database systems such as Windows, Microsoft Office Suite, WA Compass, MERIT
* Have experience in managing a large operating budget, creating strategic plans to maintain a fiscally responsible and a financially successful operation
* Be a collaborative and flexible communicator with excellent organizational and people skills
* Have experience leading a staff of 50 or more
* Have experience writing and managing contracts for a variety of operational and partner goals
* Be able to work in an active learning space for children birth through twelve
* Must be able to occasionally work long and irregular hours, including evenings and weekends
* Ability to respond to emergencies all hours

This is an exciting opportunity for someone who will work to build a vision and direction for a brand new childcare center committed to offering care and learning opportunities to the community. If you feel you could be the right person to take on this exciting challenge and create a lasting legacy please send us your resume for consideration.

The starting salary for this position is **$75,000 to $90,000 salary** depending on experience and will include a generous benefits package including:

* **401K with both employer contributions and matching**
* **Health, Dental and Vision Insurance**
* **Vacation and Sick Days**
* **Cell Phone Allowance**

**Equal Opportunity Employer**

Little Wings Early Learning Academy is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of any and all legally protected status.

**Background Check**

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check.

**Salary and Benefits**

The starting salary for the position will be negotiated upon potential hire and will be commensurate on the experience level of the candidate. We also provides generous health and welfare benefits, retirement contributions into a savings plan, and generous leave.

**Application Materials**

Please send a cover letter not to exceed two pages, a professional resume and contact information for three (3) references who are familiar with your work to HR at the Machinists Institute. All materials must be submitted electronically to: [HR@MachinistsInstitute.org](mailto:HR@MachinistsInstitute.org)