



## **Family Garden Director Job Posting**

The Family Garden in Brattleboro, Vermont is looking for a Director to lead our dedicated staff and manage the overall center. The Family Garden is a non-profit, independent childcare center, caring for children 6 weeks to 5 years of age in three classrooms in mixed age group settings (one classroom is dedicated to infants). We have approximately 28 families enrolled in our program, 8 teachers/staff with low child to teacher ratios. Our child-centered, nature-based curriculum focuses on respect for each child and loving care to support their development.

We are seeking a caring, organized, qualified and committed applicant who will continue to create a supportive community for our families and staff, and help us build on our programs to provide loving mentoring to all our children. The Director's job is very multi-faceted, and the candidate will need to be able to wear many hats at once while offering a calm presence in managing the center. Specifically, the Center Director will need to lead:

- Program Administration: Assume responsibility for the daily operation of the program; act as liaison between the board, the staff, and the families; attend monthly board meetings and report on enrollment, staffing, general state of affairs; maintain policies and procedures for program operation; and provide community outreach, being involved in relevant organizations and educational programs.
- Program Operation: Maintain Center License, and knowledge of CDD Regulations; maintain/increase STARS applications and ratings; oversee wait list, enrollment and registration; facilitate parent/teacher conferences; plan calendar, post and maintain a working calendar of program activities; maintain Emergency Plans; conduct and keep records of fire drills and emergency supplies; coordinate building and grounds maintenance; and arrange substitute coverage for teachers and other staffing needs. The Director will also need to adhere to changing COVID-19 operational requirements and communicate those requirements to staff and families.
- Program Development: Stay current on state and regional issues in early childhood education; encourage and provide opportunities for team building and staff collaboration; help build the vision for program development; and implement strategies to recruit and maintain enrollment including website, social media networks, and advertising.

- Office Duties/Delegated Duties: Manage accounts payable and receivable/reimbursements; collect tuition payments and subsidies; manage payroll/work with bookkeeper; maintain program supplies; maintain children's records/forms/files; report annual immunizations; and field phone calls and emails.
- Budget Responsibilities: Formulate the budget with the committee each year; complete Subsidy Tuition Assistance on-line forms and submit bi-weekly; attend scheduled meetings with bookkeeper; maintain a system of prompt response to materials/equipment to be ordered for teachers; ensure the center is operating according to the budget; draft and submit grant applications and research additional funding possibilities.
- Program Supervision: Draft and distribute a newsletter for families; conduct staff meetings; arrange for/support teachers to attend at least 12 hours professional development annually; evaluate teachers annually; hire new staff; evaluate new staff members informally at least once per month; maintain staff records; provide support for staff; maintain a visible presence to staff, children and families; and provide an exemplary model of appropriate behavior and language.

Thus, we are looking for a candidate with:

- Experience with and genuine care for young children and their families.
- A positive can-do attitude.
- Leadership and administration skills including the ability to manage a budget and submit grant proposals.
- Strong organizational and communication skills (both verbal and written).
- A philosophy of working collaboratively with teachers, staff, children, and families in our community.

Licensing requirements for this position are an associate degree with a business administration course. The preferred qualifications are a bachelor's degree in Early Childhood Education, Education Administration, Childhood Development, or closely related field; at least three years of relevant experience in running/managing an early education center; and an Early Ed. License.

The position is approximately 45 hours per week, Monday – Friday, year-round, salaried. Benefits include vacation, holidays, sick/personal days. The Director reports to the Board of Directors.

If you would like to join our caring, supportive environment, please send a cover letter and resume to Ms. Thayer Tomlinson at [thayertomlinson@gmail.com](mailto:thayertomlinson@gmail.com). Please note that any applications that do not include both a cover letter and resume will not be considered.