

THE GROWING PLACE ASSISTANT DIRECTOR

TITLE: The Growing Place Assistant Director

REPORTS TO: Growing Place Director

HOURS: 40 hours/week

Last Updated: 7.19.22

The Assistant Director is responsible to provide administrative support, while leading and carrying out the vision of ALIVE and The Growing Place (TGP) and providing support and assistance to the Director. The Assistant assists the Director in operating the center in accordance with ABC and DSS policies, procedures and state licensing standards to provide an educational, nurturing, and safe environment for children, staff and parents. This individual assumes all Director responsibilities and duties in the absence of the Director.

QUALIFICATIONS

The Assistant Director should demonstrate the following characteristics:

1. Possess strong organizational and project management skills.
2. Exceptional customer service to families enrolled at The Growing Place.
3. Demonstrate leadership and excellent communication skills.
4. Be able to maintain confidentiality.
5. Be teachable.
6. Demonstrate proficient computer skills.

Minimum education/experience preferred: Two or four years of an Education or Administrative degree or comparable experience in this field.

OVERALL RESPONSIBILITIES

ADMINISTRATION

1. Manage record-keeping responsibilities in compliance with DSS regulations.
2. Offer administrative support for all bookkeeping systems to provide invoice statements

to families.

3. Oversee the enrollment of new families and waitlist management
4. Assist in planning and execution of on-sight events
5. Execute daily operations of policies and procedures that include but not limited to: compliance of ratios, desk management, answering phones, classroom assistance, meeting preparation and attendance, etc.
6. Manage the usage of Brightwheel

COMMUNICATION

1. Develop and update all social media and online presence.
2. Connect and communicate daily with staff and families
3. Create and distribute monthly parent newsletter
4. Facilitate tours for incoming families
5. Hold parent teacher conferences as requested

STAFFING

1. Function as a team member of TGP utilizing gifts and abilities to contribute to overall effectiveness of the center
2. Assist in the daily leading of the center
3. Assist in facilitating staff meetings
4. Assist in facilitating the hiring of new employees
5. Support and advise in staff disciplinary conversations with the Director
6. Provide care to staff as needed during daily operations

If interested, please send resume and cover letter to phaithcock@alivewesleyan.com.