

### **Millersville Child Development Center:**

#### **Position Title: Coordinator of Millersville Child Development Center**

**Job Description:** This is a full-time, twelve-month position reporting to the Director of the Millersville Child Development Center (MCDC). The ideal candidate will be highly innovative and proactive in the provision of MCDC child care that serves diverse populations. He/She, should have the ability to multitask and to work in a collaborative environment with a wide range of internal and external partners. He/She, will be an active participant in the future vision and mission of MCDC and will be responsible for a myriad of programming opportunities that meets the needs of MCDC. He/She, must demonstrate a warm and supportive attitude towards children. He/She, will always model and demonstrate professional dress and demeanor. He/She, must agree and abide by the doctrine and mission of Millersville Baptist Church.

#### **Job Duties:**

- 1.) Maintain constant visual supervision of children.
- 2.) Assist in supervision in keeping classroom in compliance with MCDC and NC Child Care Requirements.
- 3.) Insure a professional environment is maintained.
- 4.) Understand and follow NC Child Care Requirements.
- 5.) Work with other staff members as a team to share talents, ideas for continuous improvement of the center.
- 6.) Develop, administer and evaluate professional development opportunities for MCDC child care workers biannually.
- 7.) Document appropriately and keep all conversations regarding staff, children or parents confidential always.
- 8.) Responsible for being proactive and taking responsibility to ensure daily center operations are met.
- 9.) Assist in monitoring staff to child ratios and adjust as necessary.
- 10.) Ensure that each classroom has posted lesson plans and menu before leaving on Fridays.
- 11.) Assist MCDC director with weekly time cards.
- 12.) Collect classroom rolls for Food Program on a weekly basis.
- 13.) Assist MCDC director with NC Fast reports.
- 14.) Maintain monthly playground inspection report.
- 15.) Must be able to lift up to fifty pounds and meet physical requirements of the job.
- 16.) Responsible for maintaining hall bulletin boards up to date.
- 17.) Responsible for keeping copier room clean.
- 18.) Assist MCDC director with children files when needed.
- 19.) Assist MCDC director in organizing and attending Christmas Program, End of School Program and any other events that represent MCDC.
- 20.) Assist MCDC director with annual budget.
- 21.) Responsible for any task that Millersville Baptist Church, Pastor, Center Director, or State Consultant deem necessary.
- 22.) In the absence of the MCDC Director, the coordinator will be responsible for all duties and responsibilities of the director.
- 23.) Other duties as required by the MCDC director and MCDC board of directors.

**Required Qualifications:** Associate degree with two years of related experience, or bachelor's degree. MCDC is an employer at-will workplace.