



Redwood Discovery Museum Child Care Lead/Assistant Director

Role Description

Redwood Discovery Museum Childcare Lead/Assistant Director serves as the key contact for parents, staff and other stakeholders and is responsible for providing consistent, high quality developmentally appropriate early childhood care, curriculum, and supervision.

The Lead is responsible for maintaining daily operations of the childcare area and programming/activity plans for children ages 3 to 17. The Lead ensures a safe, clean, fun environment for children; executes the department's established guidelines and standards.

The Lead supports the Redwood Discovery Museum management team in administration tasks and manages the daily center operations with a clear understanding of licensing guidelines, RDM policies and procedures, and is directly responsible for the childcare's health and safety compliance and risk management. Being that the RDM's Child Care Center is a new program for the museum, the Childcare Lead will be responsible for helping management grow the program by supporting RDM's marketing and community outreach activities.

Primary Job Functions

Childcare:

- Lead the childcare team by displaying child care expertise, demonstrating best practice in providing developmentally appropriate care for children.
- Nurture positive relationships with children ensuring their emotional well being and promoting confidence and self-esteem.
- Display the characteristics of an intentional teacher; caring, committed, enthusiastic, creative, respectful, responsive, patient, flexible, playful, and loving.
- Provide a service that respects children and celebrates diversity.
- Plan learning experiences that challenge and enable young children to develop.
- Ensure interaction with children at all times; ensure that all children are engaged with a special focus on older, shy and/or bored children; comforts and assists crying children.
- Ensure children are treated with responsive respectfulness, i.e. redirected vs. scolded; discuss behavior tactfully and out of range of child's hearing.
- Consistently document children's learning, growth, and development with photos and anecdotal notes, generating monthly newsletters for families.

Health, Safety & Facility Management:

- Provide a safe, clean environment including sanitizing toys and play areas, checking and changing diapers, picking up toys, and wiping down tables and counters on a regular basis.



- Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal protective equipment (i.e. masks and gloves); learning about potential hazards; and reporting unsafe conditions.
- Develop an action plan to address any emerging health and safety concerns and review with RDM Management before implementing.
- Ensure all health records, injury reports, sign-in sheets, and intake forms are appropriately maintained.
- Inform families if their children have been exposed to a communicable disease.
- Keep use of personal devices to a minimum, i.e. only use on breaks, in cases of emergency, or for purposes of documentation.

Parent/Family Relations:

- Communicate in a timely manner with interested families to conduct tours and pre-enrollment meetings.
- Upon enrollment, welcome parents and children and provide a supportive environment.
- Manage any conflicts between parent and teacher to ensure positive parent-teacher relationships.
- Develop effective relationships with families to assess and provide individual family support, communication and problem resolution.
- Represent RDM in a professional manner through image, dress, communication, and immediate follow through and response.

Marketing/Community Outreach:

- Support RDMs Management in implementing a marketing plan to increase awareness of the childcare program, with the goal of increasing enrollment
- Contact local businesses and vendors to highlight RDM's childcare offerings and establish potential partnerships.

Supervisory:

- Childcare Lead may supervise assistant teachers, aides, and/or volunteers.

Administration:

- Develop and maintain a close working relationship with RDM Management and colleagues.
- Actively participate in staff meetings and on-site professional development and trainings.



Minimum Qualifications

- 2-5 years of professional childcare experience (including prior supervisory experience)
- A minimum of 24 ECE units, preferably with at least one administrative class
- Must successfully pass TrustLine Background Check, which includes FBI & DOJ Criminal Check
- Ability to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills, Knowledge, Experience, & Education

- Working knowledge of Community Care Licensing regulations and requirements.
- Bachelor's degree preferred and/or equivalent training/experience.
- Professional, friendly manner and excellent customer service attitude and abilities.
- Strong verbal communication and conflict resolution skills.
- Enthusiastic, responsible, and dependable team player.
- Self-motivated, with willingness to acquire new skills in a start-up environment.
- Well organized and detail oriented.
- Understands how to use a computer to email, upload pictures, and create newsletters and documentation.
- First Aid and CPR certification is required.

Working Conditions/Physical Requirements

- Position requires daily public contact - must be able to read, write and clearly articulate themselves.
- Ability to arrive at work on time for all scheduled work shifts required.
- Frequently required to use hands to finger, handle or feel; and reach with hands and arms.
- Frequently required to climb or balance and occasionally stoop, kneel, crouch, or crawl.
- Must occasionally sit for extended periods and regularly walk around the facility.
- Must frequently move 10 pounds and in the event of an emergency lift and/or move up to 50 pounds.

Pay: \$13-14.50 per hour



Schedule:

- 4-8 hour shifts, depending on enrollment
- Monday to Friday

How to Apply: Send a Cover Letter and Resume to careers@discovery-museum.org by 12/15/2020.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment. We are an equal opportunity employer.