

Assistant Program Director – Drop In Child Care Center

Rochester Play! is an exciting new Indoor Activity Center, Drop In Child Care Center, and Café opening in downtown Rochester in March of 2010. We provide a unique, active, fun and engaging indoor play and child care experience in a convenient, clean, and safe environment. We are currently seeking an Assistant Program Director to join our start up team. The person in this position will be responsible for assisting the Program Director in ensuring the smooth daily operations of the drop in day care center, including all state licensing requirements, while providing an outstanding experience for all guests. Other specific duties will include:

1. Assist with the development, implementation, and evaluation of center policies and program.
2. Ensure that the center meets state licensing requirements.
3. Administer day-to-day operations including being available to address parent, child, and staff issues.
4. Assist with the recruitment, interviewing, and hiring of staff for the day care center.
5. Monitor and evaluate staff.
6. Schedule staff, ensuring that the center maintains compliance with state staffing ratios.
7. Recommend equipment for purchase.
8. Assist with the creation, development, planning, and implementation of day camps and other special activities.
9. Assist with the marketing of the center.
10. Assist with the management of the registration process.
11. Assist with any other activities within the Play Center as necessary, including but not limited to assisting with camps, assisting in the Indoor Play Center, assisting in the Café, etc.

This is a full time position that will primarily work afternoons and weekends. Qualified candidates will meet the State of Michigan qualifications for an Assistant Program Director (refer to State of Michigan website at http://www.michigan.gov/documents/dhs/BCAL-PUB-0008_241660_7.pdf), have a demonstrated passion for engaging with children, a demonstrated passion for a healthy lifestyle, and outstanding customer service skills. This position requires flexible hours, including some evenings and weekends. To apply, email cover letter and resume to pragerka@sbcglobal.net, or apply in person at 210 West University, Suite 3, Rochester MI 48307.