

**Loving Arms Childcare Centers 1101 Willmar Ave SW, Willmar, MN 56201**

**POSITION DESCRIPTION**

Date: April 16,2024

*Loving Arms Childcare Centers operates three childcare centers in Kandiyohi County, Loving Arms and Discovery Hill in Willmar and Praise & Play in Spicer.*

**POSITION TITLE: Assistant Director of Praise & Play**

**Hours:** Full Time, 40 hours per week, 7:30am-5:30pm, Monday-Friday

**Salary Range:** \$20-\$24/hour dependent upon childcare experience

**Benefits:** Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available on the benefit statements.

**FLSA:** Non-exempt (Hourly)

**Reports to:** Director of Early Childhood Education

Receives Work Direction From: Director of Early Childhood Education, Lead Pastor, Executive Assistant, Loving Arms Board

**Supervisor to:** Teachers, Assistant Teachers, and Aides at all three centers

**Provides Work Direction to:** Teachers, Assistant Teachers, and Aides at Praise & Play

**PURPOSE OF POSITION**

The Assistant Director of Praise & Play provides leadership cooperation and standards of excellence in all childcare center programs offered. The person in this position works under the Director of Early Childhood Education and is the on-site person in charge at Praise & Play childcare center. The Assistant Director must be able to organize, lead and work with volunteers and paid staff to provide high quality care and education for young children in a Christ centered environment.

**REPRESENTATIVE EMPLOYMENT RESPONSIBILITIES**

Because all employees represent the Loving Arms Childcare centers, they are expected to conduct themselves according to the goals and mission of Loving Arms in performing their work.

**ESSENTIAL RESPONSIBILITIES**

- Help create a productive, positive, and harmonious work environment.
- Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Including recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and ensuring that all is taken care of in a professional and timely manner.
- Manage the weekly staffing schedule for Praise & Play in coordination with the Director.

- Assist with hiring paperwork and processing, including orientation and training for Praise & Play employees.
- Assisting with coordinating supply orders for Praise & Play
- Keep track of meal counts and sends them to the Executive Assistant for CACFP
- Manage the organizations required Employee Training hours for all three centers in coordination with the Director and Discovery Hill Site Manager
- Prepares and schedules bi-annual parent conferences per Parent Aware standards.
- Work as a substitute in classrooms, as necessary.
- Ensure proper curriculum implementations and assessment practices.
- Meets weekly, at a minimum, with the Director about staff, children and any other issues that may arise.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position.

### **COMPETENCIES**

- Maintain a positive, professional, and helpful attitude.
- Ability to collaborate and work well with others.
- Demonstrate excellent communication and relational skills.
- Possess the ability to provide clear direction, written and verbally.
- Strong attention to detail.
- Possess a solid understanding of the English language, good spelling, and legible writing skills.
- Capable of following directions, working unsupervised and completing tasks in a timely manner.
- Great problem-solving skills and ability to deal with conflict and adversity.
- Ability to multi-task
- Possess computer skills in word-processing & spreadsheet software.
- Ability to work with the telephone and email system.
- Demonstrates responsibility, dependability, integrity, and honesty.
- Possess the ability to maintain a sense of order with strong organizational skills and attentiveness to details.
- Possess ability to recognize and maintain confidentiality.

### **MENTAL DEMANDS**

- Follow instructions and be able to complete tasks within appropriate timelines.
- Planning organizing and meeting deadlines daily.
- Ability to work effectively and efficiently in high stress and conflict situations.
- Patience with people and appropriate enthusiasm and a fundamental optimism in the face of challenges
- Remain calm when dealing with a conflict or dispute.
- Be present and focused on the task at hand.

- Learning new techniques and programs
- Ability to exercise independent judgment and make decisions.
- Ability to work independently.

### **PHYSICAL DEMANDS**

- Able to speak see hear and respond to needs and requests.
- Able to bend kneel stretch and reach above head throughout the day.
- Lift carry and move using proper techniques up to fifty pounds.
- Sit for extended periods of time.
- Able to work longer hours if required.
- Dexterity to use a keyboard and other computer components much of the day.

### **WORK ENVIRONMENT**

- Indoors throughout childcare centers
- Outdoors in various weather conditions

### **TRAVEL REQUIRED**

- Travel between centers (Willmar and Spicer).
- Occasionally to run errands

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in early childhood education or related field
- Have at least 3 years staff supervision or leadership experience (paid or unpaid).
- At least 3 years of early childhood education experience required.
- Qualify as a Teacher in Rule 3 MN Licensing Regulations
- Successfully complete standard background check and sexual misconduct check.
- CPR and First Aid Certification or willingness to obtain.

### **EEO STATEMENT**

Loving Arms Childcare Center is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Loving Arms Childcare Center is committed to equal employment opportunities for all employees and providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, religion, creed, familial status, marital status, sex, sexual orientation, age, disability, veteran status, status with regard to public assistance, membership or activity in a human rights commission, or any other status protected by the laws or regulations in the locations where we operate. Loving Arms Childcare Center will not tolerate discrimination or harassment based on any protected characteristics.

### **AT-WILL POLICY**

Employment is on an at-will basis, which means that employment may be terminated by you or by Loving Arms Childcare Center at any time, with or without cause, and with or without prior notice, warning, or disciplinary action.

**APPLICANT:**

I have reviewed this position description and understand the job requirements and am able to perform the duties of this position.

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\_\_\_\_\_  
Signature of Applicant

Date

**EMPLOYEE:**

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description may change.

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\_\_\_\_\_  
Signature of Employee

Date

**SUPERVISOR:**

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

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\_\_\_\_\_  
Signature of Supervisor

Date

**HIRE DATE:** \_\_\_\_\_