

Program Coordinator

Company Description

Kid-Tastic is a growing program in early childhood education and we're looking to expand our team to support our mission and satisfy the emerging needs of families in our communities.

Our employment standards have been developed to support the overall success of this program. We firmly believe in the power of diversity and creativity, and have garnered a culture based around compassion, understanding and a love for helping families. Our employees are successful through gaining; quality education, meaningful experiences, financial stability and praise. We encourage employees to exemplify pride and accept a sense of ownership in their role and for this reason and many others, our team continues to excel as the company continues to grow.

Program Coordinator

Management at Kid-Tastic is seeking a qualified individual to join our team as a Program Coordinator. The Program Coordinator has the primary responsibility of managing our most important assets in operations— Program Quality and Customer Service. The Program Coordinator works directly with the Operations Manager to ensure that our program maintains full integrity, compliance and quality services.

The Program Coordinator wears many hats and is an intricate role in keeping the program fully aligned with our mission and vision. This position will allow an individual to be a part of many important aspects within the program. So this candidate must be able to work in a fast paced environment and shift gears effortlessly. Communication is a must as this role is the key to offering transparency and sharing information to staff, teachers and parents.

The Program Coordinator is responsible for ensuring the programs full compliance with all local and national regulating agencies which requires full knowledge of the WI Dcf 251 Handbook for group child care centers, Department of Public Instruction Food Services policy and familiar with NAC Accreditation Standards. Ideal candidates will be exceptional at managing a large team at once, and can seamlessly delegate necessary tasks across the team.

Successful candidates will demonstrate superior leadership, effective communication, budgeting skills, effective team building, and peer coaching abilities.

*Must meet all State of Wisconsin certification requirements:

- Introduction to Child Care Profession
- Fundamentals of Infant & Toddler Care/EC1
- Skills and Strategies for the Child Care Teacher/ EC2
- CPR and/or AED
- Pass both State & Federal Background checks
- 18yrs or older

Responsibilities:

- Ensure that all staff are educated, empowered leaders and knowledgeable in their roles
- Support upper management and offer keen insight to daily operations and overall health of the center
- Facility maintenance, physical interior and exterior
- Manage transportation routes and schedules
- On-board customers using transportation services
- Conduct background checks and driver abstracts in a timely manner
- Review and update staff files
- Lead on staff recruitment, training and continuing education
- Ensure program compliance with child care laws and accreditation standards
- Order supplies and equipment
- Monitor and track employee performance
- Conduct employee appraisals
- Formulate reports, communicate results and plan
- Filing and organizing important information
- Research and planning
- Conduct meetings with staff frequently
- Oversee DPI meal program, kitchen staff and all related responsibilities
- Prepare food program claims, menus and reports, file and archive receipts and invoices
- Hire and train staff on policies and accreditation standards
- Manage all Accreditation responsibilities including reporting and implementing the proper actions for remaining compliant
- Compile, organize and store accreditation documents
- Conduct classroom observations, parent surveys and administrative reviews
- Handle visits from licensors and accreditation agency
- Utilize Procure software system to manage daily responsibilities

Expectations:

- Self-starter with strong initiative
- Be present for all new hire training and pass the exit exam
- Ability to create policies and implement plans under strict authority
- Ability to interpret information quickly and apply viable solutions
- Advanced ability to problem solve effectively
- Must meet demands for weekly, monthly and annual meetings and reporting
- Ability to assign vendors, outsource or hire for critical jobs
- Can prioritize tasks and manage ones calendar, requires little oversight from upper management to complete responsibilities



JOB DESCRIPTION

- Complete self-starter
- Can Email, fax and answer phones
- Highly creative and exceptional attention to detail
- Stellar customer courtesy and a team player
- Desire to be proactive and create a positive experience for others
- Ability to lift 20-30 lbs

Requirements:

- High School Diploma or higher
- 5+ years continuous experience
- DPI Meal Program
- DCF Health & Safety Standards
- Mastery knowledge of WI DCF 251 Handbook Licensing
- Advanced skills in Microsoft & iOS operating systems and applications
- Experience in Procare Software or similar management system
- Excellent computer skills, especially typing speed and communication
- Excellent verbal and written communication
- Bilingual or Multilingual (preferred not required)

Additional Information: College education is preferred but not required. Experienced in accounting, business management, human resources and/or HR a major plus.

Salary: \$29,120-\$37,440

Schedule: 7:00AM-4:00PM Monday thru Friday (40 hrs/wk)

Benefits: Benefits include Medical, Dental, 401k , PTO/Vacation and Annual Bonus