

# Nantucket Boys & Girls Club PRESCHOOL PROGRAM DIRECTOR

Job Title: Nantucket Boys & Girls Club Child Care Director

Location: Nantucket Boys & Girls Club, 61 Sparks Ave, Nantucket, MA 02554

## **ABOUT US:**

The Nantucket Boys & Girls Club is a private, non-profit agency serving school-age youth: 1st-12th Grade with a full day preschool program. Through programs and activities stressing academic achievement, good character & citizenship, and healthy lifestyles, the NBGC offers a variety of recreational, cultural, social, and sports-oriented experiences for members.

We are part of a nationwide affiliation of local, autonomous Boys & Girls Clubs working to help youth of all backgrounds, with special concern for those who need us most, develop qualities needed to become responsible citizens and leaders. We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. As young people experience the totality of the Nantucket Boys & Girls Club, it becomes a place of hope and opportunity.

The Nantucket Boys & Girls Club is looking to open an early childhood education preschool program dedicated to providing a safe, nurturing, and educational environment for children ages 2.9 to 5 years. We are committed to fostering a community where children, families, and staff thrive together. We are currently seeking a passionate and experienced Child Care Director to join our team and lead our program.

## **JOB SUMMARY:**

As the Child Care Director, you will oversee the daily operations and administration of our preschool program. You will ensure that our program meets the highest standards of quality and care, support and manage our dedicated staff, and maintain compliance with all regulatory requirements.

## **WORK ENVIRONMENT:**

The Child Care Director will primarily work in the classroom with regular interaction with children, staff and parents. There will be allotted time in an office setting within the program for administrative work/duties.

- Occasional evening or weekend hours may be required for events, meetings, professional development or emergencies
- Classroom setting, office, outdoor playground, basement storage area, and special event locations.

## **JOB INVOLVES WORKING:**

- around small children
- with teams of co-workers
- with parents/guardians
- with potential donors/stakeholders
- with volunteers
- under variable noise levels
- indoors/outdoors

## **KEY RESPONSIBILITIES:**

- Program Management:
  - Develop and implement an educational program that meets the developmental needs of children.
  - Ensure curriculum aligns with the program's philosophy and goals.
  - Monitor and evaluate program effectiveness, making improvements as needed.
  - Communicate with families on a regular basis and encourage parent participation in child care center activities
  - Advise on curriculum.
  - Work with the teaching team to establish routines and procedures for the classroom.
  - Maintain a professional attitude and loyalty to the Nantucket Boys & Girls Club.
  - Treat all children with kindness and respect.
  - Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, physical development of children.
  - Help to maintain a neat and organized program
  - Report to the CEO any concern which may occur with the children and/or staff.
  - Observe, record, and report on the behavior of individual classroom children.
  - Be thoroughly familiar with center policies and procedures to include and are not limited to emergencies, ill children, medications, accidents and field trips

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- Staff Management:
  - Recruit, hire, train, and supervise qualified staff.
  - Conduct regular staff meetings and professional development sessions.
  - Perform staff evaluations, bi-monthly observations and provide constructive feedback.
- Regulatory Compliance:
  - Ensure the center complies with all licensing requirements and health/safety regulations.
  - Maintain accurate records for staff and children as required.
  - Prepare for and manage licensing and Board of Health inspections
- Budget and Financial Management:
  - Develop and manage the program's budget.
  - Provide support with tuition billing and fee collection.
  - Identify and help pursue funding opportunities, including grants and fundraising.
- Family Engagement:
  - Foster positive relationships with families and communicate regularly about their child's progress.
  - Address parent concerns and resolve issues promptly.
  - Organize family events and activities to build community within the program.
- Facilities Management:
  - Ensure a clean, safe, and well-maintained environment.
  - Immediately report any maintenance and repairs of the facility and equipment to the Director of Operations.
  - Ensure appropriate security measures are in place.
  - Assist and maintain safety records for all center Emergency lights and Fire Exit signs per regulations
- Physical Abilities:
  - Ability to lift and carry children and equipment up to 40 pounds.
  - Ability to stand, sit, and move around the classroom for extended periods.
  - Ability to participate in activities that may require bending, kneeling, and reaching.
  - Ability to remain calm objective and respectful in potentially stressful situations ( i.e. Crying, upset children, upset parent or upset staff)
  - Must be flexible and willing to adjust to change

## QUALIFICATIONS:

Director I certification through the Department of Early Education and Care OR

Be a minimum of 21 years old and

- Have work experience as a Lead Teacher, Site Coordinator, or Large Family Child Care Provider in a licensed child care program or as a classroom teacher, administrator, or supervisor in a public, charter, private, or higher education setting;
- A minimum of 2 credit-bearing hours in Child Care Administration or equivalent.
- Skills:
  - Strong leadership and organizational skills.
  - Maintain professional relationships with staff and leadership.
  - Excellent communication and interpersonal abilities.
  - Knowledge of child development principles and early childhood education.
  - Ability to handle emergencies and high-stress situations.
  - Knowledge in budget management and financial planning.
  - Work cohesively with co-workers, volunteers, and as part of a team.
  - Complete other duties as assigned.

## COMPENSATION:

- Competitive salary based on experience and qualifications.
- Benefits package including health insurance, retirement plan, paid time off, and professional development opportunities.
- Housing available for the right candidate

**HOW TO APPLY:** Please submit your resume and cover letter through Indeed or email materials to CEO Jamie Foster - [jamie@nantucketbgc.org](mailto:jamie@nantucketbgc.org).

**JOB TYPE:** Full-time

**PAY:** \$68,000.00 - \$78,000.00 per year

## BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Relocation assistance

## EXPERIENCE:

- Teaching: 3 years (Required)

## LICENSE/CERTIFICATION:

- CPR Certification (Required)

## ABILITY TO COMMUTE:

- Nantucket, MA 02554 (Required)

## ABILITY TO RELOCATE:

- Nantucket, MA 02554: Relocate before starting work (Required)

## WORK LOCATION:

In person