



Skagway Child Care Council
DBA Little Dippers Learning Center
PO Box 419, Skagway, Alaska 99840
SkagwayChildCareCouncil@gmail.com
www.skagwaylittledippers.com

Administrative Director for Little Dippers Learning Center

JOB DESCRIPTION

Little Dippers Learning Center is a community based child care facility in Skagway, Alaska. The Administrative Director of Little Dippers serves as the main point of contact in all aspects of the business. This includes the community of parents, staff, and the Board of Directors for the Skagway Child Care Council (SCCC), the organization that oversees the non-profit corporation.

The Administrative Director is the point of contact for parents who utilize the services of the Center.

The Administrative Director is in charge of all staff recruitment, hiring, training, and retention. Scheduling of staff must meet mandated adult:child ratio compliances and may, at times, require the Director to be counted in those ratios.

The Administrative Director is the staff and parent liaison to the Skagway Child Care Council Board of Directors. The Board of Directors meet monthly and require a Director Report be prepared for the meetings.

The Administrative Director will perform bookkeeping duties for accounts payable and receivable, maintain child care grant requirements, and meet the State of Alaska Licensing requirements for Child Care Centers.

The Center operates from May through September. Directors typically use off- season hours to prepare and plan for the 5 months the Center is in operation. Winter hours are negotiable.

JOB DUTIES include, but are not limited to:

- **General**
 - Provide bookkeeping duties of accounts payable and accounts receivable. These typically include billing for childcare services, bill payment, payroll, monthly tax payments and quarterly tax reports.
 - Remain compliant with State of Alaska licensing regulations
 - Be compliant with Child Care Assistance Program (CCAP) policies and procedures
 - Provide necessary documentation for CCAP Child Care Grant Program
 - Adhere to budget provided annually by SCCC
 - Maintain up to date media /website
 - Communicate and report to Board acting as Staff Liaison
 - Ensure center is in good standing with insurance and other business requirements

- Respond to Center Correspondence or forward to appropriate board member
- Stay current on required State training, including 24hrs of annual training for yourself and all staff members

Additional Summer Duties:

● **General**

- Completion of Center set-up and preparation for State of Alaska inspection
- Ensure all family and childrens' files are state compliant and up to date
- Be the main point of contact for parents
- Approve activities developed by Lead Teachers
- Oversee staffing and ensure staff duties are understood
- Conduct beginning of season Staff and Parent Orientation
- Maintain complete and up-to-date personnel files
- Assure staff morale is upheld

● **Daily**

- Completion of facility safety checklist (daily)
- Check mail
- Consistently maintain facility in accordance with current State of Alaska licensing regulations

● **Monthly**

- Schedule children in accordance with State of Alaska Child Care Licensing ratios
- Approve Lead Teacher's monthly plan of developmentally appropriate activities and oversee implementation
- Approve Lead Teacher's Monthly Snack schedule
- Order and stock foods and beverages that meet Approved Snack Schedules
(per AK State requirements)
- Lead and document monthly emergency evacuation practice
- Attend monthly SCCC Board Meetings and provide an Administrative Director's Report
- Collaborate with staff on a monthly Parent E-Newsletter
- Lead Monthly Employee Training and check-ins

■ **Additional Winter Duties**

● **General**

- Prepare End of Season Staff Review
- Review Season in End of Year Report; provide recommendations for program improvements and staff re-hires
- Prep for next summer including equipment inventory; order supplies
- Work with UA to ensure meeting compliance for intern program
- Apply for grants
- Prepare beginning of season orientation for staff and parents
- Review handbook and update any staff or facility requirements of the State, communicate with State personnel
- Communicate with board for upcoming season (advertising, facility needs, etc.)

- Advertise and Hire Lead Teachers and Center staff for Summer positions (begin recruitment in January/ February)
- Provide SCCC with budget request items for upcoming season (by January)

JOB QUALIFICATIONS:

- Education: Bachelor’s Degree in Early Childhood and/or Business Administration (or equal in experience)
- CPR/First Aid Certified
- 12 semester hours of college credit in early childhood development, child development, child psychology, or the equivalent, OR must hold either a current child development associate (CDA) credential from the Council for Early Childhood Professional Recognition or a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education
- Have experience using Quickbooks
- Good communication and leadership
- Be energetic and have a positive attitude
- Physical ability to care for small children
- Must be at least 21 years of age
- Clear federal criminal background check

JOB HOURS

The contract runs from January 2 - October 31

- **WINTER HOURS**
 - Approximately 30 hours/ month through Oct. 31st
 - Flexible hours January - 3rd week in April /could work from home
 - Laid-off November 1 - January 1
- **SUMMER HOURS**
 - Be in Skagway by mid April to meet with Board and ensure preparedness for season start up
 - Minimum of 40 hours/ week in the summer (May 1 - September 30)
 - Must maintain a minimum of 35 hrs/ week at center (May 1 - September 30)
 - Be available for 3-4 hrs one Saturday a month for staff training
 - Be available to cover lunches
 - Lead kids in 4th of July Kiddie Parade
 - Weekends and Holidays off including: Memorial Day, 4th of July and Labor Day

COMPENSATION:

- Competitive salary pay based on experience, skills, educational background, and years with the organization
- Training Reimbursement: State Required plus 1 conference/ year (with board approval)
- Bonus: Dependent upon review, contract completion and financial standing of center

To apply, please submit an application, resume and 3 references to:

skagwaychildcarecouncil@gmail.com

Applications can be found on our website: www.skagwaylittledippers.com