



**GENERATIONS KIDZ  
LEARNING  
CENTER**



## **Director Job Overview and Requirements**

We are looking to hire a qualified daycare director to manage our day-to-day operations, and establish and sustain a positive learning environment for children. As the daycare director we ask you to follow Generations House of Worship's core values: "Honor God, Love people, Choose joy, and pursue excellence". You will oversee the coordination of education programs that comply with local and State/federal regulations, ensure that facilities are maintained, manage and support daycare staff with grace, assist with managing budgets, and offer daily prayer.

The successful applicant will have demonstrable experience managing all aspects of a daycare center, strong leadership skills, and continuous growth in their relationship with God. They should display a friendly demeanor, love children, and strive to create a faith-based, supportive, and encouraging environment for both children and staff. Early childhood development experience is required.

## **Responsibilities:**

- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate curriculum with staff that complies with state and federal requirements while incorporating biblical lessons and prayer.
- Ensure center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Manage and support teaching staff and promote their professional development.
- Assist with Interviews, hiring, and training new staff members, ensuring they meet all policies and legal requirements.
- Complete continued education and courses to remain current on daycare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Assist/Manage and oversee the budget and accounts and ensure the center remains profitable.
- Assist/Develop and facilitate a marketing and communications plan.
- Actively participate in Events at Generations House of Worship including life groups, Sunday services, communion, etc. preferred

## Requirements:

- Associate's or bachelor's degree in a related field.
- Health assessment
- Tuberculosis screening
- A minimum of 1 year of Early childhood education experience is preferred.
- Licensure is required.
- Preferred but not subject to being an active member of Generations House of Worship
- Continuous growth, both spiritually and in related fields
- Attend staff meetings (subject to change due to daycare schedule, etc.)
- Be a part of our morning prayer (tentatively 6 am Thursday mornings via Zoom)
- Comply with local, state, and federal laws governing child care.
- Written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.
- Pass all PA STATE CLEARANCES and provide original copies

\*\*The work schedule will tentatively be Monday through Friday and will be off on weekends. (Minimal 40 work hours per week)

**Please see the attached PA STATE Requirements;**

**Director qualifications and responsibilities.**

(a) A director is responsible for the general management of the facility, including the following minimum duties:

- (1) Administering finances, personnel, maintenance, meal planning, preparation, and transportation.
- (2) Administering the facility's program objectives and activities.
- (3) Designating a staff person responsible for compliance with this chapter in the Director's absence.
- (4) Coordinating and planning daily activities with the group supervisors or assistant group supervisors in the school-age program.
- (5) Overall program planning.
- (6) Written evaluation of staff persons regularly, a minimum of one assessment every 12 months.

(b) A director shall have attained one of the following qualification levels:

- (1) A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and one year of experience with children.
- (2) A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field, and two years of experience with children.
- (3) An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and three years of experience with children.
- (4) An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field, and four years of experience with children.

(c) A director shall be employed by a facility and present at the site at least 30 hours per week.

(d) A director may also function as a group supervisor in a facility where 45 or fewer children are enrolled. An individual who functions in a dual capacity shall meet the responsibilities and qualifications of a director outlined in subsections (a) and (b).

Please email all questions regarding this position to  
[GKLC@ghow.net](mailto:GKLC@ghow.net)

Please submit your online application using the link below:  
[ONLINE GENERATIONS KIDZ LEARNING CENTER  
DIRECTOR APPLICATION](#)

Please use the links provided to obtain your PA clearances if you do not have active original copies to submit with your application;

[PA CHILD ABUSE](#)

[CRIMINAL HISTORY RECORD CHECK](#)

[FBI CRIMINAL HISTORY FINGERPRINTING](#)

[PA SEX OFFENDER CLEARANCE](#)

Upon interview, please be sure to bring original copies of your clearances with you.

