

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Children's Center Manager

Program Name: Beartooth Children's Center

Location of Job: Red Lodge, Montana

Hours/week: 40 hrs./wk., Monday - Friday

Wage/Salary: \$38,800 - 48,500 annually DOE

Job Description:

The Beartooth Children's Center Manager participates in all aspects of the daily operations for the Beartooth Children's Center, including selection, training, and supervision of all staff, enrollment of students, budgets, fee collection, building maintenance, and communication with parents and community. Develops and implements new childcare services based on identified need and financial feasibility, coordination, and supervision of all services, including daily childcare, pre-school, playschool and enhancement programs. Complies with State Licensure standards and Best Practices for Early Childhood Education and Child Care Services. The incumbent performs duties and responsibilities independently, as per established policy and procedures. The position involves direct relationships to the children of the Center, parents and/or guardians, BBC staff, community members and various Montana Daycare Licensure officials. Participation in various activities outside normal business hours may be required.

Job Requirements

Education:

High School Diploma or equivalent
Bachelor's degree in a related field, preferred
Or an equivalent combination of education and experience relating to the above tasks, knowledge, skills and abilities will be considered

Experience:

- Two years of experience in a childcare facility or CDA, or;
- Three years of experience in a licensed or registered daycare facility (Per the State of Montana Department of Public Health and Human Services 37.95.622)

Other Requirements: _____

Application Requirements

Application Requirements:

To apply, please visit www.beartoothbillingsclinic.org

Application Deadline: Until filled

Contact Name: Kristen Sidener, HR Business Partner at Beartooth Billings Clinic

Contact Phone: 406-446-0676

Contact Email: ksidener@beartoothbillingsclinic.org or hr@beartoothbillingsclinic.org

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*Please send completed form to ecp@montana.edu