



Job Description: Director
(updated September 2026)

Position Summary

The Director is a full-time, hourly position that is responsible for the daily operations, administration, and supervision of an Assistant Director in the operation of a licensed nonprofit child care center serving children ages 6 weeks to 5 years.

Reports To: Board of Directors

Position Type: Full-time, non-exempt (40 hours/week minimum; overtime paid in accordance with applicable law)

Work Schedule

The center operates Monday through Friday, 7:30 a.m. to 5:30 p.m. Typical Director schedules are 7:00 a.m. to 3:00 p.m. or 10:00 a.m. to 6:00 p.m., as assigned by the Director and approved by the Board.

Compensation and Benefits

\$23-25/hr, commensurate with experience. Paid time off and holidays, childcare discount.

Responsibilities

- Provide overall leadership and oversight of center operations, ensuring compliance with all childcare licensing, regulatory, and program requirements.
- Foster a safe, clean, and developmentally appropriate environment, including maintaining staff-to-child ratios and overseeing health, safety, and emergency preparedness procedures.
- Lead curriculum planning and implementation to support high-quality early childhood education and child development outcomes.
- Build and maintain positive relationships with families by addressing concerns, communicating program information, and supporting enrollment, retention, and family engagement efforts.
- Maintain and oversee all center records, reports, licensing documentation, and regulatory filings.
- Direct quality improvement initiatives, licensing inspections, and ongoing compliance monitoring.



- Supervise, mentor, and evaluate staff; support professional development and ensure adequate staffing levels.
- Oversee administrative functions, including correspondence, communications, recordkeeping, and database management.
- Serve as the primary representative of the center to families, staff, community partners, and regulatory agencies.
- Complete required training and professional development to maintain qualifications and program excellence.
- Develop and manage the center budget, resource allocation, purchasing, and financial operations.
- Support fundraising efforts by assisting board to secure operational funding through supporting grants and grant reporting needs, fundraising campaigns, raffles, the annual golf tournament, and other fundraising events and initiatives.
- Maintain regular attendance and perform other duties as assigned by the Board of Directors.

Knowledge and Skills

- Demonstrated leadership, personnel management, and team-building skills with the ability to effectively supervise, mentor, and evaluate staff.
- Strong oral and written communication, organizational, administrative, and computer skills.
- Ability to build and maintain positive relationships with children, families, staff, community partners, board members, and regulatory agencies.
- Thorough knowledge of child development, early childhood education best practices, and childcare licensing requirements.
- Experience in budgeting, financial oversight, strategic planning, resource management, and problem-solving.
- Ability to lead program operations, ensure regulatory compliance, and manage multiple priorities in a dynamic environment.

Education and Qualifications

- Must be at least 21 years of age.
- Current Infant/Child CPR and First Aid certification, or ability to obtain and maintain certification (training available).



- Ability to pass all required background screenings.
- Bachelor's degree in Early Childhood Education, Child Development, Education, Business Administration, Nonprofit Management, or a related field preferred; high school diploma or equivalent required.
- Minimum of three to five years of progressively responsible experience in early childhood education, childcare administration, program management, or a related field; supervisory and leadership experience preferred.
- Meet all Wyoming DFS Chapter 4 Director and training requirements.
- Demonstrated ability to lead and supervise staff, manage program operations, and foster a positive organizational culture.
- Experience overseeing regulatory compliance, licensing requirements, budgeting, and program quality initiatives.
- Strong decision-making, communication, problem-solving, and relationship-building skills.
- Ability to develop and maintain effective partnerships with families, staff, board members, community stakeholders, and regulatory agencies.
- Commitment to ongoing professional development and best practices in early childhood education.
- Familiarity with nonprofit management, including governance, fundraising, grant administration, financial stewardship, and community engagement a plus.

To Apply

Submit a completed application to **Margaret Chantry, Board President**. Applications may be requested by emailing littlelambsdubois@gmail.com or calling **307-709-0725**. Position open until filled.