



Job Description: Assistant Director
(updated September 2026)

Position Summary

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

Reports To: Director

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 Assistant 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.

Compensation and Benefits

\$19-21/hr, commensurate with experience. Paid time off and holidays, childcare discount.

Responsibilities

- Support daily center operations and ensure compliance with childcare licensing requirements.
- Promote a safe, clean, and developmentally appropriate environment, including maintaining staff-to-child ratios and monitoring health, safety, and emergency procedures.
- Assist with curriculum implementation, classroom support, and child development activities.
- Communicate with families regarding child progress, concerns, enrollment, retention, tours, and engagement activities.
- Maintain accurate records, reports, and licensing documentation.
- Support budgeting, resource management, supply ordering, inspections, and quality improvement initiatives.
- Perform administrative duties, including correspondence, phone coverage, filing, and database management.
- Manage center operations in the Director's absence.



- Complete required training and professional development.
- Support director and board in nonprofit fundraising events, grants, and community outreach as deemed appropriate by the Director.
- Maintain regular attendance and perform other duties as assigned.

Knowledge and Skills

- Strong communication, organizational, and computer skills.
- Ability to work effectively with children, families, staff, and community partners.
- Knowledge of child development and early childhood best practices.
- Leadership, supervisory, budgeting, and problem-solving skills.

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.
- High school diploma or equivalent required.
- Two years of relevant experience or education in early childhood education, child development, nursing, program management, or a related field; or a professional credential recognized by Wyoming DFS.
- Meet all Wyoming DFS Chapter 4 training requirements.
- Demonstrated leadership, supervisory, communication, and regulatory compliance abilities.
- 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.