



Now Hiring: Assistant Director, St. Francis Kids Care

Kids Care is a before- and after-school program for children from three years of age through eighth grade. We provide a fun, safe and loving atmosphere for the students of St. Francis, and we're currently seeking a full-time Assistant Director.

Kids Care Assistant Director duties:

- Assist program Director in leading; teaching staff; supporting families; and achieving enrollment, accreditation and operational objectives
- Partner with parents with a shared desire to provide the best care for their children
- Cultivate positive relationships with families, teachers, state licensing authorities and community contacts
- Serve in various roles throughout the program as needed

Skills, education and experience:

- At least three years' experience in childcare, or two-year degree in early childhood education.
- Meet the DHS Requirements for Assistant position
- Excellent administrative, organizational, verbal, listening and communication skills required
- Be in compliance with the Diocesan Code of Conduct, Virtus training and background screening
- CPR and First Aid certifications, Universal Precautions, and Essentials Training within 30 days of hire
- Must be able to use a computer with basic proficiency, lift a minimum of 40 pounds and work indoors or outdoors

This is a full-time position with benefits.

To apply, submit your resume to program Director, Heather Gunson, at hgunson@saintfrancisschool.org. She can be reached at 515-457-7167.