

# Pure Michigan Talent Connect - Job Details

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Job Title	<b>Director</b>
Job Code Number	151148132
Organization Name	Helping Hands Christian Learning Center
Created Date	8/10/2023
Posted Date	8/11/2023
Expiration Date	9/10/2023
Job Description	

As our full-time Director, you will implement and develop childcare and education programs so that parents trust us to keep their children safe and nurtured. Every day, you will monitor the health and safety of children, nurture relationships with the families, and oversee operations of the center. Your program responsibilities will include birth to age 5, before and after school program, and full time summer school age program. You will work directly with the Board of Directors and Pastor in all aspects of the organization's management, fundraising, marketing, finances, strategic planning, and organizational development. In return, you'll earn \$40,000-50,000 plus benefits.

In a typical day, you might...

- Oversee activities to promote intellectual, social, and physical development of children
- Provide helpful information to parents about their child
- Supervise staff to ensure that the care and education given is conscientious, positive, and full of love
- Engage with prospective parents and maintain full enrollment
- Ensure that the center and equipment are clean and sanitized daily
- Purchase curriculum, art, and janitorial supplies
- Oversee meal planning, shopping, and preparation
- Provide day and/or evening tours of the center for prospective parents

For over 28 years, Helping Hands Christian Learning Center has provided a safe and inviting environment where children love to learn. Check us out at [www.hhclearningcenter.com](http://www.hhclearningcenter.com). We provide unique and creative experiences to enhance a child's intellectual, physical, emotional, social and spiritual development. These experiences are crafted and supervised with the care and skill of our professional staff. Our philosophy is to understand and support each child as an individual. We operate with the understanding that children develop to their fullest capacity when given the opportunity to explore, create and problem solve. Our staff collaborates with families to find the best ways possible to nurture the growth and care of children. We work with families and use innovative teaching techniques to help children meet and exceed challenges so they can reach their full potential. We are licensed by the State of Michigan, and a participant in the Great Start to Quality Program providing excellence in Early Education and have joined the Partnership for a Healthier America in a commitment to achieve the Let's Move! Child Care standards. Our current director is retiring.

## Additional Requirements

To thrive in this job, you must want to make a difference in the life of a child. You probably enjoy warm hugs, and know how to turn tears into adorable smiles. You're someone who our parents and coworkers will describe as professional, responsible, dedicated, and nurturing. Your Early Childhood education will be put to great use. You must assure that licensing requirements are met at all times.

## Website

Job Location	Lansing, Michigan 48911
Positions Available	1
O*NET Code	11-9151.00

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O*NET Occupation	Social and Community Service Managers
Education Level	Some College
Job Level	Experienced (Non-Manager)
Characteristics	Full-time

### How To Apply

Helping Hands Christian Learning Center is an equal opportunity employer and provider. We want to work with you, and we know you have many options. Our \$1,000 sign on bonus is just our first way of demonstrating our commitment to your career. Please email (subject line "Director, Helping Hands") your cover letter, resume, and reference list to [TSand@camw.net](mailto:TSand@camw.net). Or mail/deliver them to Teri Sand, Capital Area Michigan Works!, 2110 South Cedar Street, Lansing, MI 48910. Priority will be given to documents received before August 25, 2023.