



Millard Public Schools
FOUNDATION

Kids Network Site Director Trainee
Non-Exempt Hourly, Full-Time
\$15.00/hour

A BIT ABOUT YOU

You are organized and energetic. You enjoy working with children and families to provide a safe, diverse, and enriching environment. You consider yourself a team player and seek to develop skills to manage your staff by providing appropriate leadership, guidance, orientation, feedback, and support.

A BIT ABOUT US

The Millard Public Schools Foundation is a non-profit organization with a core mission to partner with the Millard Public Schools to support students, families, and the community by guaranteeing sustainable resources and offering high-quality programs. Our Kids Network program has provided trusted and essential child-care for over 30 years.

A DAY IN THE LIFE

As a member of the Kids Network team you will be working in Millard elementary schools during the school year, Monday-Friday 6:15-8:30am, 3:30-6:00pm (Wednesday 2:00-6:00pm), and flexible office time. We also provide programs during school breaks, and summer operations! Our goal is to establish and maintain positive relationships with children, families and colleagues by communicating with our customers including greeting families and children daily while maintaining welcoming and informative spaces. You will implement and supervise planned activities and field trips for school day and non-school day operations while managing site ratios and staff scheduling. And we have fun doing it!

WHAT WE'RE LOOKING FOR

- A sincere desire and interest in working with children.
- Excellent communication skills, both oral and written to effectively communicate documentation of issues to management and customers while maintaining confidentiality and upholding program policies and procedures.
- Leadership skills to train and provide ongoing staff support to your team to care for the diverse needs of children in our programs.
- Organizational skills to effectively document, complete paperwork, manage payroll processes, and track and complete inservice requirements to ensure accuracy and compliance in all site operations.

REQUIREMENTS

- Bachelor's Degree in Elementary Education, Early Childhood Education, related area, or equivalent work experience, a minimum of two-year field experience working directly with children.
- Meets requirements for Director Position outlined in DHHS Licensing Handbook, willing to take 16 hours of annual training including CPR/First Aid Certification, and must complete Pediatric CPR and First Aid and Prepare to Care trainings.
- Ability to react and move quickly, indoors and outdoors in various weather conditions and otherwise fully participate in activities with children.

WHAT WE OFFER

- An inclusive, passionate, and fun work environment
- Great potential for personal and professional growth
- An industry competitive wage and a full benefits package including 403(b), medical, dental, vision, FSA, life insurance, EAP, and a discount on child care.