



# All Saints Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

---

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Daycare Director Needed

**Little Saints Childcare Center located in Essexville, Michigan is looking for a full time Daycare Director.**

### Responsibilities:

- Responsible for management and maintenance of all aspects of the Childcare Department.
- Manage a budget
- Supervision of Childcare Staff
- Hire and train staff
- Insure proper staff to pupil ratio
- Conduct annual staff performance reviews
- Responsible for parent/member satisfaction and retention as it relates to childcare programs
- Responsible for safety and risk management of Childcare programs
- Responsible for specific sites meeting state licensing requirements
- Responsible for coordination and scheduling of maintenance for Childcare facilities

### Requirements:

- College Degree in Child Development, related field with continued education requirements, or experience commensurate to duties
- 24-30 Units of Early Child Care education
- Excellent supervisory skill
- CPR and First Aid Certification
- Excellent oral and written communication skills
- Three years experience in child care program with managerial leadership
- Computer knowledge (Microsoft Word, Excel)
- Strong fiscal management skills, including budget development and monitoring

### Qualifications:

- Pleasant professional personality, self starter with excellent communications skills, positive attitude and enthusiasm
- Ability to work with diverse staff, parents and members
- Knowledge and experience in the principles of age appropriate (0-12 yrs. old) practices to create a successful program for infant through after-school age children.

**Candidates should send a letter of interest and resume to [lisa.rhodus@ascbaycity.org](mailto:lisa.rhodus@ascbaycity.org)**