



Kinderhaus Preschool Director

General Duties:

- Interact respectfully with children, parents, staff, and community members.
- Be a part of creating a warm environment for children to grow, learn, and have fun
- Ensure the overall well-being of children by establishing healthy, safe, and developmentally appropriate practices in compliance with HHS
- Supervise Kinderhaus staff and volunteers with program responsibilities; lead regular staff meetings; hire staff and recruit volunteers
- Maintaining collaboration with the Board of Directors and attend monthly Board meetings
- Effectively communicate information regarding enrollment, tuition and events to the board and community members
- Managing the center and providing for the financial soundness of the center over the long-term
- Oversee website and social media
- Lead grant seeking efforts
- Lead in fundraising efforts
- Lead the development of a strategic plan and communicate with community members about the growth of our program
- Act as the public face of the preschool in building partnerships with community organizations and potential donors
- Guide prospective families through the admissions process and coordinate enrollment

Requirements:

- Experience in a leadership or supervisory role
- Experience in education or child development
- Ability to lead a collaborative team
- Excellent written and verbal communication skills
- Flexibility and creative problem-solving skills
- Organization and attention to detail

Preferred:

- Experience in business administration
- Knowledge of Waldorf philosophy and/or Outdoor schools

Hours:

20 hours/wk, August-May, 10 hours/wk

June-July

Ideally 7:30 AM-11:30 AM, but days and hours can be flexible

Perks:

- Preschool tuition support available for Kinderhaus-eligible children
- Paid Time Off
- Can apply for yearly stipends through WAGE\$ and education scholarship through T.E.A.C.H
- Amazing people to work with!