



Career Posting – Lodgic Kids Camp Center Administrator, Madison

Lodgic Kids Camp is searching for a Center Administrator to assist with the successful leadership of the childcare line of business in the Madison, WI, location of Lodgic Everyday Community, opening in spring 2020.

Lodgic Kids Camp & Lodgic Everyday Community

Lodgic Kids Camp is enrollment-based, drop-in childcare for children 12 months to 12 years, open to any parent who wants the best of both worlds: a high-quality, fully licensed, play-based learning environment and the flexibility of only paying for the care they use, extended hours on nights and weekends, and hourly and weekly pricing packages.

Lodgic Kids Camp is part of Lodgic Everyday Community, an exciting new concept opening its second location in the Shorewood Hills area of Madison in spring 2020. Lodgic Everyday Community:

- Is the nation's first-ever destination uniting flexible coworking and offices, state-licensed, drop-in childcare, meeting and event spaces, and all-day food and beverage services under one roof.
- Supports and empowers modern working families, entrepreneurs, mobile professionals, and whole communities to thrive in their aspirations.
- Delivers an uplifting, service-oriented, collaborative, hospitality-forward experience that serves the modern worker's need for flexibility and support in key areas of life and at all times of day.

At Lodgic Madison, users are welcome to plug in when they want, how they want, leveraging just one service area or all. In addition to Lodgic Kids Camp, consumers will find on site:

- Lodgic Workplace, designed to serve a variety of coworking needs for solopreneurs, small businesses, remote workers, or anyone who wants a creative, energizing, design-driven, hospitality-forward professional

environment where they can enhance their productivity, enrich their professional network, and enjoy professional support and hosting services not otherwise available to today's on-demand workers and small businesses.

- Lodgic Kids Camp, enrollment-based drop-in childcare for children 12 months to 12 years, open to any parent who wants the best of both worlds: a high-quality, fully licensed, play-based learning environment and the flexibility of only paying for the care they use, with extended hours on nights and weekends, plus hourly and weekly package pricing available.
- Lodgic Events provides gathering spaces to host meetings, presentations, parties, and memorable catering or cocktail events.

Lodgic Everyday Community is designed as a scalable, multi-unit brand poised for national growth. The first location opened in Champaign, IL, in 2018, followed by this second location in Madison, WI, opening in spring 2020. A third location will open in Louisville, KY, in summer 2020.

For more information, visit lodgic.org.

Lodgic Kids Camp Center Administrator, Madison

The Lodgic Kids Camp Center Administrator will assist the Center Director with the successful operational and financial performance of Lodgic Kids Camp according to the company's purpose, values, brand standards, and key performance indicators. The Center Administrator reports directly to the Center Director, and, in his/her absence, reports to Lodgic Madison's Managing Director and the National Child Care Director.

Management-related duties include overseeing the classrooms, welcoming children, teaching and caring for children, interacting with families, implementing and facilitating the daily curriculum, managing safety, overseeing mealtimes and snacks, and attending to special situations. Duties also include proper implementation of the six Big Moose Heart Values and curriculum philosophy, plus fostering positive relationships with parents and children to build trust and respect.

This position will be responsible for opening and closing responsibilities, as well as administrative responsibilities. This position also works as a floating teacher and may work in the classroom, depending on the drop-in enrollment needs and/or the administrative needs.

Core Job Responsibilities

- Works directly with the Center Director to ensure compliance of all federal, state, and local regulations, as well as the established center policies and procedures.
- Maintains relationships with families to meet their flexible childcare needs.
- Shares the responsibility to open and close the center.
- Maintains staff-to-child ratios in a flexible enrollment environment.
- Participates in the recruitment, orientation, and training of qualified staff members.
- Practices strong administrative, organizational, and communication skills.
- Performs basic computer proficiency and cash handling skills.
- Fills in for the Center Director in his/her absence.
- Partners with the Center Director to achieve daily sales and revenue goals.

Duties

- Responsible for maintaining the physical facility and the day-to-day operations of the center.
- Responsible for the daily enrollment and implementation of established procedures.
- Serves as shift lead, responsible for greeting families and checking them in and out.
- Assists Center Director with planning daily staffing schedules.
- Responsible for assisting with the center's budget and managing resources.
- Keeps parents informed of their child's daily experiences and curriculum activities.
- Ensures licensing paperwork is complete and regularly maintains and updates family files.
- Teaches in a classroom depending on drop-in enrollment needs and/or administrative needs.
- Responsible for the center's health, safety, and emergency drills and

reports.

- Assists Center Director with family enrollment, tours, and sales.
- Supports Center Director in additional duties, as assigned.

Qualifications

- Be at least 21 years of age.
- Completed high school or its equivalent, as determined by DPI.
- Have a least 80 full days or 120 half-days of experience as a teacher or assistant teacher in a licensed childcare center or other approved setting.
- Complete at least 10 hours of training in supervision or personnel management within one year of assuming the position of Center Administrator.
- Responsible for maintaining personnel qualifications with state regulations and completing continuing education courses each year, in addition to the necessary state licensing requirements for directors.

Education

- Two non-credit, department-approved courses in early childhood education and, within one year of assuming the position, one course from WI Child Care Administrator Credential or its equivalent **OR**
- Two courses for credit in early childhood education and, within one year of assuming the position, one course from the WI Child Care Administrator Credential or its equivalent **OR**
- Forty-eight credits from an institution of higher education with at least three credits in early childhood education and, within one year of assuming the position, one course from the WI Child Care Administrator Credential or its equivalent **OR**
- A certificate from the Registry indicating the person is on Registry Level 12 or above **OR**
- An associate's degree in early childhood education or childcare from an institution of higher education **OR**
- Child Development Associate (CDA) Credential issued by the Council for Professional Development and, within one year of assuming the position,

one course from the WI Child Care Administrator Credential or its equivalent **OR**

- A bachelor's degree from an institution of higher education in early childhood education or child development or license from WI DPI to act as a kindergarten, pre-kindergarten, or early childhood (regular or special education) teacher.

Compensation & Benefits

- Competitive salary, paid vacation, personal time, and holidays.
- Basic life/AD&D, short-term and long-term disability, and employee assistance program; optional Blue Cross Blue Shield medical (PPO), dental, vision, voluntary life, critical illness, and accident insurance.
- 401(k) retirement savings plan through Voya (safe harbor and company match after one year).
- 50% off shift meal, plus 25% off all non-shift food and beverage purchases (up to three guests).
- One complimentary Lodgic Workplace membership.
- Lowest published package hourly rate when not working, plus free enrollment at Lodgic Kids Camp for up to two children. Standard team member childcare rates apply for additional children.

Other Responsibilities

This job description excludes non-essential and marginal functions of the position that are incidental to the performance of the fundamental job duties.

Furthermore, the specific examples in each section are not intended to be all-inclusive. Rather, they represent the typical elements and criteria considered necessary to perform the job successfully. Other job-related duties may be assigned by the Lodgic Madison Managing Director.

To Apply

Please submit your qualifications and a cover letter to careers@lodgic.org.