



Career Posting – Lodgic Kids Camp Center Director, Madison

Lodgic Kids Camp is searching for a Center Director to take responsibility for 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 with 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 Director, Madison

The Center Director will take overall leadership and responsibility for ensuring the successful operational and financial performance of Lodgic Kids Camp according to the company's purpose, values, brand standards, and key performance indicators.

The Lodgic Kids Camp Director reports directly to the Lodgic Everyday Managing Director and the Lodgic National Child Care Director. The Kids Camp Director will have full operational responsibility for the Kids Camp staff, ensuring proper Kids Camp curriculum implementation, facility maintenance, financial performance, licensing compliance, upholding the Six Big Moose Heart Values, and fostering positive relationships with parents and children to build trust and respect.

Core Job Responsibilities

- Works directly with the Center Administrator to ensure compliance of all federal, state, and local regulations, as well as the established center policies and procedures.
- Responsible for the planning, implementation, and supervision of the

center's program for children, the supervision of staff at the center, staff meetings, and orientation and continuing education for the staff.

- Responsible to work in the center in various capacities with at least 10 hours a week for the exclusive purpose of carrying out administrative and management duties.
- Maintain up-to-date knowledge of all aspects of childcare licensing.
- Strong leadership and management skills.
- Develops and maintains relationships with families to meet their flexible childcare needs.
- Responsible for the recruitment, orientation, and training of qualified staff members.
- Practices strong administrative, written, and oral communication skills.
- Performs basic computer proficiency and cash handling skills.
- Responsible for leading the team to achieve daily sales and revenue goals.

Duties

- Responsible for the financial management of the center, including making sure daily sales are on target and surpass the operational costs of the center.
- Responsible for maintaining the physical facility and the day-to-day operations of the center.
- Shares responsibility to open and close the center with the Center Administrator.
- Maintains staff-to-child ratios in a flexible enrollment environment.
- Responsible for daily enrollment and implementation of established procedures.
- Primary contact for greeting families and checking them in and out.
- Assists the Center Administrator with planning daily staffing schedules.
- Keeps parents informed of their child's daily experiences and curriculum activities.

- Ensures licensing paperwork is complete for staff files and regularly maintains and updates staff files.
- Responsible for the accuracy of employee payroll hours worked, processing payroll, and evaluation of employees.
- Works directly with the Lodgic HR Generalist to follow state labor employment laws.
- Responsible for the daily deposits, making sure all money collected is properly matched and recorded at the end of each business day.
- Teaches in a classroom depending on drop-in enrollment needs and/or administrative needs.
- Responsible for family enrollment, tours, marketing, and sales.
- Provides prompt, consistent reports on performance to the Lodgic National Child Care Director and Lodgic Managing Director.
- Supports Lodgic Managing 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 Director.
- 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 in 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.