



CONTACT
careers@lodgic.org

Lodgic Everyday Community
Champaign, Illinois

Assistant Childcare Director, Lodgic Kids Camp

An energetic force helping to guide the nation's first on-demand, play-based-learning, drop-in childcare inside a coworking and daily-destination lifestyle complex. The role is to assist and support the Director as equal part childcare facility manager, puppet-master, caregiver, parent wrangler, teacher guide, social worker, Play-Doh genius, healthy foodie, and hands-on hospitality whiz.

The Organization

Lodgic is a brand-new concept and subsidiary of Chicago-based Moose International. The iconic Loyal Order of Moose is one of the world's oldest and largest fraternal order and community-service organizations. Moose has a rich history of providing social opportunities and activities through local lodges. Now, it has designed and developed this new, innovative concept completely separate from its traditional lodges to serve a whole new audience — modern working families — in the way they live today.

Lodgic Everyday Community

Lodgic is the smart, new destination for daily life designed to support and empower modern working families, entrepreneurs, mobile professionals, and whole communities to thrive in their aspirations. Lodgic seamlessly unites hospitality-forward coworking (Lodgic Workplace), flexible, learning-oriented childcare (Lodgic Kids Camp — Flextime Learning by Mooseheart), and robust food & beverage services (Everyday Kitchen Restaurant & Bar and Clever Moose Market Cafe) into one fluid 28,000-square-foot space. (There will also be an onsite fitness facility that will be separately owned and operated.)

Unlike separately purchased amenities or utilitarian co-located services, Lodgic delivers an uplifting, service-oriented, collaborative, and hospitality-minded experience. It serves the modern worker's need for flexibility and support in key areas of life and at all times of day.

In 2014, the Moose organization commissioned a group of the nation's leading brand, research, experience, and design partners to develop a completely new kind of community experience that is true to the historic core of Moose. The facility design is bright, modern, energizing, and productive — the kind of place you want to stay all day, every day.

The first Lodgic Everyday Community is planned for opening in Champaign, Illinois, in June 2018. Additional facilities are anticipated to debut across the Midwest region over the next three years in markets like Madison, WI, Ann Arbor, MI, and Lexington, KY.

For more information, visit lodgic.org.

Role

The Lodgic Kids Camp Assistant Director reports directly to the Lodgic Kids Camp Director. The assistant director will come alongside the Lodgic Kids Camp director to help facilitate the day-to-day operations, facility maintenance, licensing compliance, financial performance, and proper implementation of the Six Moose Heart Values and curriculum philosophy, as well as fostering positive relationships with parents and children to build trust and respect. He or she will assume the director's responsibilities in the director's absence and on alternate days, nights, and weekends with the Director to maintain state licensing requirements.

Personality & Vibe

- Warm, community-oriented, and eminently hospitable through and through.
- Understands today's coworking/mobile-professional culture and the demographic shifts driving it.
- Cheerful and energetic.
- Positive and affirming.
- Respects all children individually.
- Humble.
- Hands on.
- Highly organized.
- Team player who knows intuitively how to establish positive, respectful, and professional relationships with children, parents, and colleagues.

Responsibilities in Detail

OPERATIONS

- Assists and supports the childcare director with day-to-day operations of Lodgic Kids Camp.
- Assumes director's responsibilities in the director's absence and alternate days, nights, and weekends with the Director to maintain state licensing requirements.
- Participates in recruitment and the orientation of new staff members.
- Assists director in ensuring that the center's grounds, classroom, and office areas are always clean, attractive, and inviting.
- Prepares and has readily available registration and enrollment information for families.
- Ensures that all paperwork is complete before families begin enrollment. Regularly maintains and updates children's files.
- Assists in processing and submitting payroll.
- Demonstrates the ability to remain calm and follow the Crisis Plan in the event of an emergency.
- Assists and supports director with monitoring the maintenance of facility, equipment, and supplies to ensure safety and in good repair.
- Supports director in any and all additional duties required to successfully operate the center.

TEAM LEADERSHIP

- Assists the director in planning daily staffing schedules.
- Assists in observations of classrooms and collaborates with director to develop action plans.
- Supports and sustains the positive morale of the staff. Assists in planning team-building opportunities and participates and assists with planning meetings, events, and training sessions.

- Adheres to and ensures that all staff understand and follow all health, safety, and emergency care protocol and sanitation guidelines.
- Models professional work ethic by reporting to work on time and maintaining consistent attendance.

LICENSING & COMPLIANCE

- Responsible for maintaining personal qualifications with state regulations and completing continuing education courses each year, in addition to the necessary state licensing requirements for directors.

PROGRAMMING AND EDUCATION

- Under the guidance of the director, evaluates classroom curriculum and environment to ensure that it meets the guidelines of the Flex-Care Curriculum and the Six Big Moose Heart Values in programing.

PARENT ENGAGEMENT & COMMUNITY RELATIONS

- Is accessible and available to parents every day. Responds promptly to their concerns with respect, sensitivity, interest, and cooperation.
- Keep director informed of any and all parental concerns and issues.
- Supports director in establishing and sustaining a sense of community through parent involvement and promoting parent retention.
- Supports director in efforts to maintain and grow child enrollment.
- Assists director with family enrollment and tours.
- Assists the director with ensuring that the organization and its mission, operations, services, and brand are consistently presented and perceived in a strong positive image by all relevant stakeholders, inside and outside the organization.

Qualifications

- Be director-qualified through the State of Illinois.
- Education Requirements: Associates, Bachelor's, or Master's Degree in Child

Development, Early Childhood Education, Child and Family Studies, or related field.

- Be at least 21 years of age.
- Be flexible to work days, nights, and weekends.
- Meet federal as well as individual state requirements (TB test, physical, mental, and criminal background checks).
- A minimum of 2 years verifiable experience in a licensed childcare. Supervisory and director experience is preferred. Babysitting, nanny, and volunteer experience cannot be used as a childcare experience due to licensing requirements.
- Proficient in both written and oral communication skills.
- Must be willing to obtain CPR and First Aid Certification within 30 days of employment.
- Demonstrate knowledge and ability to lead staff in implementing a developmentally appropriate curriculum.
- Demonstrate the ability to manage multiple priorities and complete assigned tasks in a timely manner.
- Must be computer literate (MS Office) and demonstrate the capacity to understand center's financial duties.
- Demonstrate the social skills necessary to relate to a variety of people, remaining positive even under stressful situations.
- Must acquire training hours yearly as required by the State Licensing Agency.

Compensation & Benefits

- Competitive salary.
- Free 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.
- Paid vacation, personal time, and holidays.

- 401(k) retirement savings plan through Voya (safe harbor and company match after one year).
- One complementary All-Access Lodgic Workplace membership.
- Lodgic Kids Camp benefits to be determined.

Other Responsibilities

This 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 associate's supervisor. Furthermore, this description is subject to change, at the sole discretion of the company, and in no way creates an employment contract, implied or otherwise; each associate remains, at all times, an "at will" associate.

About Moose International

The Loyal Order of Moose is one of the world's oldest and largest fraternal order and community service organizations. With one million members and 1,500 Moose Centers across the U.S., Canada, Great Britain, and Bermuda, it provides members with family-oriented social, dining, and sports activities. In local communities, members are known for volunteerism and community service. Nationally, the organization's main endeavors include Mooseheart Child City & School, a residential community and school for children whose families are unable to care for them; Moosehaven, a Florida retirement community for senior members; and Tommy Moose, a national first-responder program for police and rescue to help children in acute crisis situations. Mooseheart Child City & School is one of the longest-operating children's residential care facilities in America. Its beautiful rural campus spans 1,000 acres and has its own ZIP code. Children receive the nurturing home, emotional development, and solid education they need to reach their full potential through the pioneering Mooseheart method of innovative and nationally recognized educational and family-living programs.