Daycare Coordinator

Position Summary
The Black & Brown Opportunities for Profit (BBOP) Daycare Center will offer childcare to children 6 months to 13 years of age in a warm and friendly learning environment. The Daycare Coordinator will foster an environment of collaboration and community, encouraging children and staff to thrive. Additionally, the Daycare Coordinator will implement activities to meet the physical, emotional, intellectual, and social needs of children. The Daycare Center Coordinator will report to the Director of Operations.

Responsibilities
- Responsible for providing daily childcare services and overseeing daily operations of childcare center
- Create a nurturing and safe environment for all children served
- Employ a variety of educational teaching techniques such as storytelling, educational play, media, etc.
- Cultivate positive relationships with families, state licensors, and community contacts
- Responsible for children’s medication management
- Oversees emergency safety drills
- Daily management of classroom ratios
- Conducts classroom observations, evaluations and provides feedback that encourages learning
- Responsible for preparing, completing, and maintaining administrative forms and records as required by governmental regulations and company policies and procedures
- Maintain a clean and tidy classroom consistent with health and safety standards
- Additional duties as assigned by management

Qualifications
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Ability to build relationships with families and staff and foster a dynamic environment of play and discovery
- Ability to lift up to 50 lbs, stand majority of the day, bend down to a child’s level, and perform other physical activity required while caring for young children
- Familiar with safety and sanitation guidelines for center

Education & Experience
- Associate degree in early childhood education or related field required
- 2+years of Daycare/Preschool experience
- Must satisfy physical and background checks as required by state and company regulations
- CPR and First Aid Certification

Position Type
- Full-time
Location

- San Bernardino, CA

About the BBOP Center

The Black and Brown Opportunities for Profit (BBOP) Center is the first of its kind technology hub which will serve as the launching site to incubate new businesses for women of color entrepreneurs. What makes this unique is that it is user led designed and informed by our research, focus groups and experiential programs that help women build, grow, and scale profitable businesses.

About Time for Change Foundation

Time for Change Foundation's (TFCF) mission is to empower disenfranchised low-income individuals and families by building leadership through evidence-based programs and housing to create self-sufficiency and thriving communities. In 2002, our founder, Kim Carter took the pain of her past to create the remedy to end homelessness, family separation and incarceration. She knew that creating affordable housing and economic opportunities would give women the tools they need to reach self-sufficiency and reclaim their families. Today, TFCF's innovative approach has helped 2,600 homeless women become self-sufficient, reunited 311 kids from foster care back with their moms and created a model that is being duplicated across California. Time for Change Foundation is a beacon of light, “We call it Home, Others call it Hope.”