CENTER MANAGER

JOB CODE: HS002

Schedule: Full Time On-Site

Work Status: Regular / Exempt

Salary: Starting pay 21.75 / hr. based on experience and education

Location(s): Montello, WI

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation

Advancement
In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.
Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Make a positive difference in a child’s future!

Do you love leading a passionate and dedicated team who is entrusted for the well-being, care, and educational needs of a young child? If you answered yes, then we have an outstanding leadership opportunity available – Center Manager.

In this role of Center Manager, you will be under the direct supervision of the Regional Director and/or Associate MSHS Director and/or Deputy Vice-President, the Center Manager is responsible for the daily management, coordination, and operations of Center activities and staff that includes early education, health, family services, wellness, disabilities, MIS, transportation and transition services. Ensure that federal, state, funding source requirements, and company policies and procedures, are followed in accordance with established principles of early childhood education, including but not limited to: Licensing Rules for Group Day Care Centers Federal Head Start Performance Standards, and the Child and Adult Food Care (CACFP) and the Summer Food Service Program (SFSP) Program. Is directly responsible for implementing Child and Adult Care Food Program (CACFP)/Summer Food Service Program (SFSP), Fiscal, Human Resources, Transportation, Facilities and Safe environments in accordance to HSPS.

Primary Responsibilities (not all inclusive):

1. Participate in the hiring, orientation, and training of staff, completion and submittal of the required hiring paperwork in accordance to UMOS policies and procedures. This includes developing and maintaining employee work schedules, submit overtime requests including justification and review, and approve timesheets.
2. Plan and coordinate new employee orientation and trainings for new hires and volunteers and will ensure a Professional Development Plan is developed and shared with the CDC for review.
3. Provides direct supervision to coordinating staff such as the Child Development Coordinator, Bus Driver and Food Services Manager- that includes providing training and technical assistance, conducting performance appraisals and developing a Professional Development Plan using various tools including CLASS scores.
4. Will develop, maintain and secure Administrative and Personnel Records that includes Health Records and I-9 Forms in accordance to UMOS HR policy and procedures, and implement the employee accident/prevention program and workmen’s compensation claims as necessary.
5. Will work with Family Services Managers to review and verify eligibility of children including documentation review, and signature of the certificate of Eligibility Form.
6. Will ensure physical environments conform to federal, state, and local regulations, including compliance with ADA, Head Start Performance Standards, state licensing requirements and OSHA regulations by performing and/or assisting in completing the following: the ADA compliance checklist, Facilities walk through initial inspection, licensing inspection of facility, renewals of facilities license, and all related paperwork for Young Star.
7. Ensure all facility and equipment are maintained by completion of all Safe Environments checklists that include facility inspections (ex. fire, water and gas), pest control, health and safety procedures and the Emergency Preparedness Plan.

8. Implement CACFP/SFSP in accordance to USDA regulations which includes compliance with approved menus, scheduling of meals, special diets, reviewing and completion of necessary documents, approving necessary food substitutions and monitoring food safety and sanitation procedures of food service personnel.

9. Responsible for the collection and completion of assigned nonfederal share (In-kind) through planning and coordination of activities that generate in-kind.

10. Implement UMOS Purchasing procedures through submittal of requisitions/purchase requests and maintain inventory of supplies and equipment in DIRTS Inventory and/or other inventory control system.

11. Participate in the two-day CLASS Observation Training and will attempt/pass the reliability exam to become a Reliable CLASS Observer.

12. Plan and coordinate mandatory case reviews, in-house staffing meetings, weekly core team meetings, workshops, monthly staff meetings and CLASS Reviews, and attend meetings, seminars, workshops, open houses, parent activities and fatherhood activities.

13. Assist in development of Center Budget and monitor expenditures for compliance with budgetary allotments based on enrollment and nonfederal share collections.


15. Coordinate the timely submittal of weekly, biweekly and monthly assignments as directed by the Regional Staff, assist and/or coordinate all home visits conducted by the core team and teaching staff to maximize efficiency and coordinate random drug testing for select staff per the Reasonable Suspicion Guidelines.

Qualifications:

Employment with UMOS is contingent upon successful completion of:

1. COVID-19 Vaccination may be required as regulated by local, State, and or federal requirements.

2. Be 21 years of age or older.

3. Possess a High School Diploma or GED Equivalent.

4. Must also possess one of the following to qualify for employment:
   a. 1-year Child Care diploma from an institution of higher education or Childcare administrator Credential.
   b. A Child Development Associate (CDA) credential or its equivalent (if applicant does not possess this credential, they must obtain it within one year of assuming the position).
   c. An associate Degree in Early Childhood Education or Child Care from an institution of higher education.
   d. A bachelor’s degree in early childhood education or Child Development from an institution of higher education or:
   e. A state-issued Teaching License to act as a kindergarten, pre-kindergarten or early childhood (regular or special education) teacher.

5. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written).

6. Intermediate to advanced proficiency in Microsoft Office preferred.
7. Must have at least 2 years of classroom experience and/or combination of 1-year classroom and 1 year of supervisory experience.
8. Possess presentation/training experience and be proficient in Microsoft Office.
9. Have own transportation, possess a valid driver’s license and have adequate insurance.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.