



Exciting Opportunity for an Early Childhood Educator to Launch and Lead a New Child Care Program In Alburgh, Vermont

Alburgh Family Clubhouse, Inc (AFC) is seeking an organized and effective early childhood leader to launch and manage an afterschool program for preschool and elementary age children in the Alburgh Community Education Center in Alburgh, VT. This individual will work closely with the AFC Board of Directors and Alburgh School leaders to prepare the program for opening and operation, including recruitment and selection of program staff.

AFC will expand this program into a full-day, full-year center based program serving infants and toddlers in addition to preschool and elementary age children in fall 2022. During this first year, while the new Center is under construction, the Afterschool Director will also support the AFC Board in planning and preparation for the 2022 expansion. This unique opportunity is ideal for an experienced and aspiring early childhood professional seeking to grow professionally and have a positive impact on a supportive community.

Responsibilities for the Afterschool Director Position include:

- management of daily operations for the AFC Afterschool Program including financial management and responsibility for compliance with Vermont CC regulations
- direct supervision and management of AFC Afterschool program staff
- oversight of developmentally appropriate curriculum and positive, supportive adult child relationships
- effective communication and ongoing collaboration with Alburgh Family Clubhouse Board of Directors, Alburgh Community Education Center administration, and community partners in managing the AFC Afterschool Program and preparing for the 2021 program expansion

Seeking Candidates with:

- minimum of Vermont Early Childhood and Afterschool Program Director Step One Certificate or equivalent qualifications
- minimum of BA in Early Childhood or a closely related field
- experience supervising adults working with children
- experience working in child care, afterschool care, or education
- management/leadership experience or strong potential
- excellent communication skills

We are offering:

\$25.00/hr (40 hrs/week)

Paid holidays + 10 days PTO

M-F, 10:00 AM - 6:30 PM

Potential for growth

Initial Zoom interviews will be scheduled beginning 7/26/2021

Position closes 8/8/2021

Please email cover letter and resume to lauramurphy.me@gmail.com