 Job Opening: Executive Director

Tipp City Enrichment Program is dedicated to providing quality child care, interactive learning, and developmentally appropriate experiences for children ages three through 5th grade. We are looking for an Executive Director to promote our program and to manage the overall operation of the childcare facility.

 **Some of the duties include:**

• Assist the Board of Trustees in fulfilling the organization’s mission statement by implementing all policies and directives of the Board of Trustees.

• Working with the guidelines of the State of Ohio and the Miami County Job and Family Services to fulfill the goals and needs of the Tipp City Enrichment Program Inc.

• Promoting the Tipp City Enrichment Program by participating in community events and attending local agency meetings.

• Other reasonable duties and responsibilities as assigned by the Board of Trustees to manage the overall operation of the facility.

 **Skills and Experience:**

• Be knowledgeable of all state and local rules and regulations regarding operating a preschool/school-age child care program.

• Be familiar with the accreditation procedures and Step Up to Quality guidance documents.

• Knowledge in 501c3 Non-profit organizations and budget and grant writing.

• Know computer skills and applications such as Microsoft Word, Excel and those specific to child care programming.

• Have excellent written and oral communication skills.

 **Education:**

• Associates or Bachelor of Science Degree in Education preferred

• Must pass FBI & BCI background check

• Be current in training: CPR, First Aid, Communicable Disease, Child Abuse, and the annual six hours of Ohio Approved training.

If you are interested, please send resumes to:

Tipp City Enrichment Program

c/o Board of Trustees

P.O. Box 72

Tipp City, OH 45371

or tcepstars@gmail.com

If you have any questions, feel free to call the office at (937)667-8800.