TROY RECREATION ASSOCIATION
JOB POSTING

🌟 **Join the Troy Rec Team!** 🌟
Position: Administrator – Before & After School Child Care and Smart Start Preschool

The **Troy Recreation Association** is seeking an energetic, organized, and caring individual to join our team as **Administrator** for our Before- and After-School Child Care and Smart Start Preschool programs.

This **part-time position** is ideal for someone who enjoys working with children and families, coordinating meaningful programs, and being part of a mission-driven nonprofit that supports youth and community.

Schedule:

- Early mornings and late afternoons during the school year. Standard work week is currently 7:00-8:30 am and 3:00-6:00 pm Monday-Friday.
- Additional flexible hours as needed to prepare for the beginning of the school year and for special events.

Compensation:

- $25,000-$30,000 per year (salaried, part-time) commensurate with experience

The position begins **March 1** with the new hire working alongside our outgoing administrator through the end of the school year to ensure a smooth transition.

📄 **See attached job description** for complete details and requirements.

If you're passionate about helping kids learn, grow, and thrive — email a cover letter along with your resume to troyrec@bizwoh.rr.com.

TROY RECREATION ASSOCIATION, INC.

JOB DESCRIPTION

The Troy Recreation Association, Inc. (Troy Rec) is a 501c3 nonprofit organization located in Troy, Ohio.

Position

Administrator, Before and After School Child Care and Smart Start Preschool (includes supervising and administration of the Summer Lunch Buddies Program).

Reports to: Board of Directors – Troy Recreation Association

Description

This position administers both the before and after school childcare and preschool programs, being responsible for managing staff, working within a budget, maintaining appropriate curriculums and certifications.

Educational Requirement

Bachelor's Degree or higher in Early Childhood Education or equivalent degree.

Experience

3-5 years in a supervisory role in a licensed childcare center preferred or experience in teaching or educational administration

Qualifications

Must be able to secure all required background checks

Hours required

During school year – 7am to 8:30 am and 3:00 pm to 6:00 pm every school day (this may change slightly when the new schools are built). Hours are adjusted to accommodate 2-hour delays and early dismissals. Summer Lunch Buddies runs for four weeks in June. The program is closed on Troy City Schools calamity days.

Duties and Responsibilities

Managing Staff – Hire, train and evaluate staff of preschool teachers and assistants, bookkeeper, and before/after school assistant. Assist staff as needed.

Budget Management – Work with Executive Director and Budget committee to set the budget for the year. Ensure that expenses and income are consistently meeting the goals.

Curriculum Oversight and Development – Develop curriculum for preschool and before and after programs that meet the needs of the children we serve. Work with Troy City Schools to ensure that our students are consistently prepared for kindergarten readiness standards.

Parent Communication – Keep parents informed of all pertinent information regarding the class or group their child is assigned to. Answer emails and phone calls in a timely manner and ensure that parents feel secure in leaving their children in our care. Inspire confidence in our programs by working with parents through any problems that may arise.

Parent Participation Events – Managing and planning events that allow parents to visit the space and get to know the staff on a regular basis throughout the school year.

Ensuring Compliance with ODCY regulations and requirements for licensing – Maintain licensing standards and work with Ohio Department of Children and Youth specialists to meet any new standards as they are issued.

Providing a safe and secure environment – replacing or managing repairs to equipment and toys. Ensure that all areas meet the minimum standards required by licensing. Providing toys and equipment that enrich the child's experience and education.

Public image – Maintain a professional public image on all social media accounts, both personal and work.

Board Communication – Attend monthly board meetings and prepare program update report for the board of directors.

Record keeping – Ensure that all record keeping requirements are met for staff and child enrollment records.

Enrollment – Ensure that enrollment is kept at the expected levels in every class and program. Advertise for any open spaces and maintain a waiting list for classes that are full.

Maintaining Grant funding – apply for annual grant funding of various programs and identify areas and projects that may need to be funded by grant money.

Social media – Maintain web site under both program tabs to ensure that information is correct and current. Use social media to advertise open spaces and promote our programs in positive manner in the community.

Lunch Buddies – Organize, secure funding, and supervise Summer Lunch Buddies programs and ensure that all needs are met for volunteers, staff and students.

Food – procure food for snacks for all programs, ensuring that they meet the guidelines set forth in the licensing requirements.

Peer Support -- work with Executive Director to coordinate fundraising efforts and scheduling of building use for programs.

Required on job training

ODJFS Administrator Rules Review Course, initial and every 5 years; 6 hours of professional development courses annually; Recognition and Management of Communicable Disease for Child Care, initially and every 3 years; CPR and First for children and infants, initially and every 2 years; Recognition and Reporting of Child Abuse, initially and every 2 years; ODJFS Child Care Orientation training as prescribe ed by the Ohio Department of Children and Families.