



Wee Care Learning Center Director Position Posting

Posting Deadline: Friday, June 13, 2025

Start Date: June 30, 2025

About Us: Wee Care Learning Center is a non-profit childcare center and preschool proudly serving the Van Wert and surrounding communities for the past 46 years. We are committed to providing quality care for children, ages 6 weeks to 12 years. Our mission is to provide a warm, safe, nurturing, and educational environment where each child can learn and grow at their own pace.

Key Responsibilities:

- **Leadership & Staff Management**
 - Manage, motivate, recruit, train, develop and evaluate staff according to company policies, state requirements, and employment laws
 - Execute the responsibilities of a Daycare / Preschool director according to lawful and ethical standards.
 - Act as the organization's representative in its dealings with the community, local business, and state organizations
- **Oversee all activities of the office, including, but not limited to:**
 - Record keeping
 - Accounting
 - Tax preparation
 - State licensing requirements
 - CACFP food reimbursement
 - United Way grant writing and block grant procedures
- **Other Duties**
 - Maintain the level of care, staffing, and quality of service as outlined by the State of Ohio, and/or the Board of Directors.
 - Report to the Board of Directors on organizational needs, center enrollment, and performance.
 - Serve as an ex-officio Board member and attend all full Board Meetings.
 - Meets all other day care needs and responsibilities, as necessary

Qualifications:

- Meet all state and ODJFS licensing requirements.
- At least 2 years experience in a child care center, preschool, or similar environment



- Bachelor's Degree in a related field or equal experience in a child care environment
- Experience with grant writing, fundraising, and management is preferred
- Must pass a background check

Requirements:

- Have sufficient traveling accommodations
- Strong communication skills to effectively interact with children, parents, and staff
- Able to delegate tasks to staff
- Organized and detail-oriented
- Maintain a professional appearance, attitude, and work ethic at all times

Wee Care Learning Center is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status.

Deadline to Apply: June 13, 2025 - Applicants should mail or email a letter of interest, resume, and three references to:

**Wee Care Learning Center Board President
10485 Van Wert-Decatur Road - PO Box 107
Van Wert, OH 45891**

Email: weecarelearningcenter1979@gmail.com