Job Posting

Job Title: Center Director
Reports to: Executive Director
FLSA Status: Full-Time Exempt, 40 hours/week
Benefits: Competitive health and dental packages offered; 4 weeks PTO; additional paid holidays
Salary: Competitive salary commensurate with experience and education

OPPORTUNITY: The Center Director is responsible for the administration and oversight of Daystar Kids. Responsibilities will include but are not limited to: monitoring and ensuring compliance with all regulatory requirements; assisting with the management, scheduling, and development of nursing and education staff; managing projects to ensure all objectives and deadlines are met; conducting regular and ongoing facilities maintenance inspections; and other operational projects and duties as assigned.

ROLE: The Center Director collaborates with leadership to ensure compliance with quality initiatives and ensures compliance with all regulatory and reporting requirements (including but not limited to OCFS, OPWDD, DOH, HIPAA); monitors and adjusts staff schedules (to include nursing and education) to ensure proper classroom ratios and coverage and collaborates with multidisciplinary teams; utilizes a systems approach to prepare project plans, activities, timeframes, resources, and adheres to deadlines; ensures that the center’s physical facilities comply with local, state, and federal laws and are a safe and appropriate environment for children, conducting inspections on a regular basis; other projects as assigned.

QUALIFICATIONS: Candidates demonstrate excellent communication, management, and team building skills. Candidates embrace a family and person-centered, team-based approach to problem solving. Candidates employ excellent written and verbal communication skills, exhibit a high level of emotional intelligence, and are skillful at adapting to situational needs. Other requirements:

✓ Bachelor’s degree strongly preferred, plus 5 years’ experience in office, health care, or childcare center management.
✓ Associate’s considered with 10 years’ experience in office, health care, or childcare center management.
✓ Proficiency in MS Word, Excel, PowerPoint, and Outlook required.

How To Apply: Send your resume and cover letter to Human Resources at careers@daystarkids.org or by fax, to 585-383-0033. Resumes without a cover letter will not be considered. Successful candidates will be subject to fingerprinting and a criminal history background check upon hire. Questions? Go to www.daystarkids.org to learn more about Daystar’s award-winning Pediatric Center. Daystar Kids offers equal opportunities to all persons without regard to race, color, religion, age, gender, disability (including pregnancy, childbirth and related medical conditions), national origin, ancestry, citizenship, military or veteran status, marital status, familial status; sexual orientation; gender identity or expression; domestic violence victim status; predisposing genetic characteristics or genetic information, or any other status protected by law. We will endeavor to make a reasonable accommodation/modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal state and local law.