



Center Director

Montgomery Early Learning Centers is looking for a committed, robust leader to lead our Infant Friendship Center in West Philadelphia. We seek a strong leader who will be charged with center management oversight. This includes meeting and managing enrollment goals, program implementation, safety, operations, personnel management and regulatory compliance. Our Infant Friendship Center is a NAEYC accredited program serving infants to five year olds.

Formal Education, Work Experience & Certification:

- ◆ Bachelor's Degree in Early Childhood Education *or* Elementary Education
- ◆ 2-5 years related center management experience
- ◆ 2-5 years supervisory experience
- ◆ PA Directors Credential, preferred

Skills and Knowledge:

- ◆ Solid and confident leader and developer of people
- ◆ Excellent oral and written communication abilities
- ◆ Thorough and organized with the ability to manage in a fast paced environment
- ◆ Ability to build relationships within the community and with partners
- ◆ Knowledge and understanding of Department of Human Services (DHS) regulations & Keystone STARS
- ◆ Knowledge and experience with NAEYC standards, Creative Curriculum & PATHS

Salary is commensurate with education and experience.

Excellent benefits package includes: Medical, dental, vision, life insurance, 401K, childcare tuition discount, paid holidays, sick and vacation days.

Qualified candidates may email Cover Letter / Salary Requirements/Resume to: melc-hr@melc.org.

MELC is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliations, marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.