

Daycare Director

TLC Christian Daycare at Brunswick Church

Troy, NY 12180

Program Director

Full-time

Onsite

\$23.00 - \$25.00 an hour

Posted on November 11, 2025

Organization Statement

The purpose of TLC Christian Daycare is to offer the community a non-profit Christian daycare for children on a first-come first-serve basis. <https://brunswickchurch.org/tlc-daycare/>

We will seek to meet the social, emotional, physical and spiritual needs of all children by employing caring, qualified adults, who will not only teach them about Jesus, but also their ABC's, their 123's, and lessons that they will carry with them throughout their lives.

This is all done through a variety of activities such as art, center activities, Bible stories and lessons, and indoor and outdoor active play.

TLC Christian Daycare Center is a part of Brunswick Presbyterian Church and is licensed by the State of NY for up to 39 children. We care for children ages 8 weeks until Kindergarten.

Our hours of operation are from 7 AM to 5:30 PM Monday-Friday.

We provide a healthy breakfast, lunch, and afternoon snack, approved by the Child and Adult Care Food Program, which is governed by the state of NY.

Job Description

The director will be responsible for the following:

- Managing staff
- Providing a personal Christian life example as director
- Scheduling
- Communicating with families and staff
- Managing facilities
- Budgeting
- Record keeping

-Ensure OCFS regulations

A director is needed for our small nonprofit Christian day care center in a rural setting serving children eight weeks to five years old and offering a safe, inviting, Christian environment in which children feel free to grow, explore, and question. In partnership with parents, we strive to offer opportunities to learn, with emphasis on the development of self-worth, social skills, and learning skills. We believe that how children learn is as important as what they learn.

The Director must be qualified by training and experience to carry out the respective functions in the administration, operation, and maintenance of the day care center, in accordance with New York State Office of Children and Family Services regulations.

The Director also must be able to identify, recruit, train, and oversee employees of the daycare as they exercise leadership in the programs and activities of the childcare center.

The Director must be a key communicator able to cultivate relationships with children, their families, and other caring adults.

The Director will be expected to coordinate center programming schedules and space use with the staff of Brunswick Church.

We are not on or near a bus route, so the candidate would need their own transportation to the center.

Because we are a small center, we may ask our Director at times to spend about 20 hours a week on Director duties and about 20 hours a week as a floater. As a floater, the Director fills in as needed in a classroom or observes and mentors in a classroom.

Responsibilities

The director must have experience with children and daycare management. Communication and team-management skills are essential. The director would be a key factor in providing a Christian focus for the center as we provide a faith-based daycare environment and education.

The director will be responsible for the following:

- Managing staff
- Providing a personal Christian life example as director
- Scheduling
- Communicating with families and staff
- Managing facilities
- Budgeting
- Record keeping
- Ensure OCFS regulations

Qualifications

(1) To be qualified as a daycare director in NYS, a person must possess either:

(i) a Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family day 418-1.13(g)(1)(i) 418-1.13(g)(3)(ii) New York State Child Day Care Regulations (effective October 13, 2021) Part 418-1: Child Day Care Centers Page 54 care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or

(ii) a New York State Children's Program Administrator Credential; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or

(iii) an Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work; or

(iv) a Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of fulltime teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work.

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

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