

Waseca Public Schools District 829

Waseca Community Education

Job Description

Job Title: Jay's Nest Programs Coordinator

(With Opportunity for Program Expansion into Infant & Toddler Care)

Reports To: Director of Community Education

Position Summary

The Coordinator of Jay's Nest Programs is responsible for the leadership, development, and daily operations of the school age childcare program. This position oversees program quality, staff supervision, family engagement, licensing/certification compliance, curriculum planning, budgeting, and community partnerships.

This role also offers the opportunity to assist in the future expansion and development of infant and toddler programming as the organization continues to grow.

The ideal candidate is a strong leader who is passionate about creating safe, enriching, and engaging environments for children while building positive relationships with families, staff, schools, and the community.

Essential Duties & Responsibilities

Program Leadership & Operations

- Oversee daily operations of school age childcare programs, including before school, after school, non-school day, and summer programming
- Ensure programs provide a safe, nurturing, inclusive, and developmentally appropriate environment for children
- Develop and implement engaging activities and curriculum that support social, emotional, physical, and academic growth
- Maintain compliance with all state licensing regulations, health and safety standards, and organizational policies
- Manage enrollment, attendance, scheduling, and program records

Staff Supervision & Development

- Recruit, hire, train, supervise, and evaluate program staff
- Foster a positive team culture focused on professionalism, collaboration, and child-centered care
- Provide ongoing coaching, support, and professional development opportunities
- Ensure appropriate staff-to-child ratios are maintained at all times

Family & Community Engagement

- Build strong relationships and maintain open communication with families
- Address parent questions and concerns in a professional and timely manner
- Collaborate with school districts, community organizations, and local partners
- Promote programs within the community and assist with marketing and outreach efforts

Administrative & Financial Responsibilities

- Assist with budgeting, purchasing, and program planning
- Monitor program supplies, equipment, and facility needs
- Maintain accurate records, reports, and licensing documentation
- Support strategic planning and long-term program growth
- Work closely with Community Education's Finance Coordinator on billing and other financials.

Program Expansion Opportunities

- Participate in the planning and development of future infant and toddler programming
- Assist with licensing preparation, classroom planning, staffing models, and operational procedures for expansion
- Help establish high-quality standards and systems that support organizational growth

Qualifications, Training and Experience

- High School Diploma or equivalent required
- Experience managing multi-site or expanding childcare programs
- Previous leadership or supervisory experience in childcare, school age care, or youth programming
- Knowledge of state childcare licensing regulations and best practices
- Strong organizational, communication, and leadership skills
- Ability to build positive relationships with children, families, staff, and community partners
- CPR/First Aid certification or willingness to obtain
- Budgeting and administrative experience
- Strong problem-solving and team-building skills
- Must pass all required background check

Preferred Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, Education, Recreation, Human Services, or related field preferred
- Minnesota Teacher's License

Schedule & Compensation

- Full-time position
- Occasional evenings, non-school days, and summer hours
- Compensation based on education, qualifications, and experience
- Benefits may include paid time off, professional development, retirement contributions, and childcare discounts

Mission

We are committed to providing high-quality childcare programs that support children's growth, learning, safety, and well-being while creating strong partnerships with families and the community.