

# Current Job Opportunities

## Site Manager

FCCC is seeking Site Managers for multiple locations. The Site Manager is responsible for the day-to-day operations of a school aged child day center. Site Managers ensure compliance with Virginia Department of Education licensing regulations while overseeing and managing multiple staff.

### QUALIFICATIONS

One of the following:

- An endorsement or bachelor's degree in a child-related field such as, but not limited to, elementary education, nursing, or recreation from a college or university and one year of programmatic experience.
- Have completed Forty-eight semester hours from a college or university of which 12 semester hours or 18 quarter hours are in child-related subjects and one year of programmatic experience.
- Have two years of programmatic experience with one year in a staff supervisory capacity and at least one of the following education backgrounds.
  - a. A one-year early childhood certificate from a college or university that consists of at least 30 semester hours.
  - b. A child development credential.

## Assistant Site Manager

The Assistant Site Manager is responsible for assisting the Site Manager in enacting their vision for the program within the center. Assistant Site Managers oversee the children and ensure their safety in partnership with the Site Manager and Child Care Assistants. Assistant Site Managers may be required to perform the duties of a Site Manager or assist with administrative duties in partnership with the Site Manager.

### QUALIFICATIONS

- A High School diploma or equivalent is required
- Prior programming or childcare experience is preferred.

## Child Care Assistant - Full & Part-Time

Work with Assistant Site Managers to ensure the children are safe, engaged, and adhering to the FCCC guidelines. Child Care Assistants help facilitate arts and crafts projects and games and assist the children with their homework.

### QUALIFICATIONS

- A High School diploma or equivalent is required