

**Position:** Pre-K & K/1 Programming Director

**Location:** 5075 South Union Street, South Bloomfield, OH 43013

**Reports to:** Executive Director

**Availability Requirements:** Near full time with flexibility

**The Place:** The Place is a locally owned and operated community-centric location in which people of all ages can take classes and programs to physically, mentally and emotionally grow into the best version of themselves. The Place offerings are continually expanding and changing to meet the community's needs.

The Place is the community resource for extra-curricular programming outside of the school's offering. People choose The Place because of The Place's high value allocation on selecting and providing the very best in art, music, athletics, STEM, and more. The Place is designed to provide people with additional tools they need to navigate the world. It is a safe and comforting place to grow.

**Pre-K & K/1 Programming Director:** The Pre-K & K/1 Programming Director is responsible for all programming that relates to kids aged from preschool to first grade. The Director has the opportunity to lead each class and/or to secure a leader that meets the needs of The Place's curriculum for an adjusted class rate. The Pre-K & K/1 Programming Director will work collaboratively with the Special Events & Summer Programming Director and Executive Director to ensure a well-rounded curriculum and play schedule is developed. The Director will be responsible for researching and recommending new toys, craft supplies and other elements that enhance the growth and development of the pre-k and K/1 age group.

**Responsibilities:**

- Research, organize and host weekly programming that supports the development of the pre-k and k/1 age group
- Identify and work with the Special Events Director on hosting opportunities for special events and programming that resonate with the pre-k and k/1 age group
- Research and identify competitor offerings, trends and progressions for the pre-k and k/1 age group
- Support management of the event calendar in coordination with other programming
- Support and work with other key staff members on event ideas, programming support and overall growth opportunities for staff and The Place offerings
- Support a positive work environment with open and honest communication to staff and guests. Create positive relationships with outside vendors and other parties that can support events at The Place.
- Serve as the facility leader, guiding staff and guests, making critical decisions and supporting the overall brand of The Place with a positive environment

**Required Knowledge, Skills & Abilities:**

- 4-year Bachelor's Degree in education or relevant field and/or minimum of 2-5 years of relevant field experience
- Excellent verbal and written communication skills, coordination and planning
- Ability to see the big picture and plan holistically for the future of the organization

- Demonstrates good judgement and decision making skills in changing situations
- Is creative at heart with desire to continuously improve and create new opportunities
- Ability to lead and provide guidance to staff of all ages and abilities