

BOHLMAN INCORPORATED
JOB TITLE
DEPARTMENT

DEPARTMENT:
Child Care Center

EXEMPT (Y/N)

SALARY: 10.00

REPORTS TO:
Amy Bohlman

POSITION OPEN: Site Director

SUMMARY: The primary person responsible for the day-to-day operation, supervision and administration of the facility

ESSENTIAL DUTIES OF THE POSITION:

- Manage and maintain the daily duties of the center
- Manage other team members and work schedules
- Create and maintain a safe environment for all the clients

SUPERVISORY REQUIREMENTS OF THE POSITION:

- To supervise all team members with in the center
- To supervise the environment for the clients

THE COMPANY REQUIRES EVERY STAFF MEMBER TO:

- *Maintain a consistent and regular attendance record.*
- *Encourage mutual respect among associates by setting positive examples.*
- *Maintain a professional reputation in the company and community.*

QUALIFICATION REQUIREMENTS:

- See Attachments

EDUCATION and/or EXPERIENCE:

- See Attachments

SPECIAL QUALIFICATIONS:

- Pass a back ground check
- Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.

LANGUAGE SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to effectively communicate in one-on-one, small group situations, and to moderate-sized gatherings of associates, executives and/or community leaders.

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MATHEMATICAL SKILLS:

- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals, and work with mathematical concepts such as statistical inference.

REASONING ABILITY:

- Must be able to apply common sense understanding to a variety of situations, in order to collect data, analyze facts, and determine appropriate response.

PHYSICAL DEMANDS:

While performing the duties of this job, the associate is regularly required to:

- Talk and hear;
- See and adjust focus to include close, distance, depth, and peripheral vision;
- Stand, walk, run, sit, balance, stoop, kneel, climb, crouch, and/or crawl;
- Handle objects, tools, and controls; reach with arms and hands.
- Lift and/or move objects weighing up to fifty (50) pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the associate is regularly exposed to:

- A low-to-moderate noise level (offices).
- A moderate-to-loud noise level (public areas).
- Second-hand cigarette/cigar smoke.