

Child Care Manager Job Description

Respite Care Mission Statement: Respite Care, Inc. is a non-profit organization in Larimer County that is providing short term quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.



Respite Care Philosophy: Respite Care believes that a child with special needs is a child first and his or her challenges are secondary. With this mission and philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual child.

Job Title: Child Care Manager

Reports to: Program Director

Hours: Must be available full-time, including some evenings and weekends

Scope of Position: The Child Care Manager works closely with the Program Director and Program Coordinators to oversee all aspects of child care at Respite Care. This includes intakes with new families, organizing trainings for Child Care Specialists, overseeing the medication administration program, and coordinating child schedules.

Responsibilities <ul style="list-style-type: none">• Enrolling new program participants• Maintaining child care records and ensuring that physical spaces meet State Licensing and Health Department standards• Overseeing medication administration program, including working with Respite Care nurse to train Child Care Specialists to administer medications• Overseeing scheduling of children and daily supervision assignments• Other duties as assigned
Minimum Requirements <ul style="list-style-type: none">• Bachelor's degree• Qualified Medication Administration Personnel (QMAP) or willingness to become certified• 2-5 years relevant experience• Demonstrates organizational skills and attention to detail• Strong computer skills, including Microsoft Office, Excel, and PowerPoint, and scheduling programs• Excellent verbal and written communication skills, thrives as part of a team• Has the ability to coach and train• Demonstrates high level of professional integrity and strong work ethic• Must be able to lift 50 pounds
Preferred Qualifications <ul style="list-style-type: none">• State of Colorado Early Childhood Teacher Qualification• 1-2 years experience in management• Experience working with children with developmental disabilities

More information about this position is available upon request.

Application Process

1. Submit cover letter of interest and resume that includes summary of past 5 years of applicable experience with contact information for supervisor(s) during that time period.

2. Submit by email or mail to:

Respite Care, Inc.
6203 S. Lemay Ave
Fort Collins, CO 80525
jointheteam@respitcareinc.org