



Career Posting – Center Administrator, Louisville

Lodgic Kids Camp is searching for a Center Administrator to partner with the Center Director to take responsibility for opening and closing, as well as administrative responsibilities. The Center Administrator also steps in as a floating teacher and may work in the classroom as needed depending on the drop-in enrollment needs and/or administrative needs.

Lodgic Everyday Community

Lodgic Everyday Community is an exciting new concept, designed to address the nearly 50% of America’s workforce that is self-employed, freelance, or remote-working in some capacity. Lodgic:

- Is the nation’s first-ever destination that unites flexible coworking and offices, state-licensed drop-in childcare, meeting and event spaces, and all-day food & beverage under one roof.
- Is designed to support and empower modern working families, entrepreneurs, mobile professionals, and whole communities to thrive in their aspirations.
- Delivers an uplifting, service-oriented, collaborative, hospitality-forward experience that serves the modern worker’s need for flexibility and support in key areas of life and at all times of day.

At Lodgic, users are welcome to plug in when they want and how they want, leveraging just one service area or all:

- **Lodgic Workplace**, designed to serve a variety of coworking needs for solopreneurs, small businesses, remote workers, or anyone who wants a creative, energizing, design-driven, hospitality-forward professional environment where they can enhance their productivity, enrich their professional network, and enjoy professional support and hosting services not otherwise available to today’s on-demand workers and small businesses.

- **Lodgic Kids Camp**, enrollment-based drop-in childcare for children up to 12 years old, open to any parent who wants the best of both worlds: a high-quality, fully licensed, play-based learning environment and the flexibility of only paying for the care they use, with extended hours on nights and weekends, plus hourly and weekly package pricing available.
- **Everyday Kitchen** is a full-service, polished casual restaurant optimized to compete effectively in local dining markets with a modern comfort food menu centered on the restaurant's showpiece open-flame spitfire grill, plus creative takes on classic cocktails. An adjacent daytime casual cafe also provides an elevated coffee, juice, and smoothie bar plus a wholesome menu of fresh-made pastries, salads, sandwiches, and all-day breakfast prepared in the restaurant's scratch kitchen.
- **Lodgic Events** provides gathering spaces to host meetings, presentations, parties, and memorable catering or cocktail events.

Lodgic Everyday Community is designed as a scalable multi-unit brand poised for national growth. The first location opened in Champaign, IL, in 2018, followed by our second location in Madison, WI, in 2020. Louisville, KY, will open in Winter 2021. For more information, visit lodgic.org.

Center Administrator, Louisville

Core Job Responsibilities

- Works directly with the Center Director to ensure compliance of all federal, state, and local regulations, as well as the established center policies and procedures.
- Acts in the role of delegated authority in the absence of the Center Director.
- Responsible for maintaining the location and the day-to-day operations of the center.
- Maintains relationships with families to meet their flexible childcare needs.
- Shares the responsibility to open and close the center.
- Maintains staff-to-child ratios in a flexible enrollment environment.

- Participates in the recruitment, orientation, and training of qualified staff members.
- Responsible for maintaining daily enrollment and implementation of established procedures.
- Responsible for greeting and checking-in and out families.
- Assists the Center Director with planning daily staffing schedules.
- Responsible for assisting with the center's budget and managing resources.
- Maintains daily communication with parents regarding children's experiences and curriculum activities.
- Ensures licensing paperwork is complete and regularly maintains updates to Parent/Child Files.
- Teaches in a classroom depending on attendance and/or administrative needs.
- Responsible for maintaining the center's health and safety standards.
- Implements periodic emergency drills and reporting.
- Assists Center Director with family enrollment, tours, and sales.
- Supports director in additional duties as assigned.

Qualifications (*State of Kentucky)

- Be at least 21 years of age.
- Two non-credit department-approved courses in early childhood education and, within one year of assuming the position, one course in KY Child Care Administrator Credential or its equivalent **OR**
- Two courses for credit in early childhood education and, within one year of assuming the position, one course in the KY Child Care Administrator Credential or its equivalent **OR**
- Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education and, within one year of assuming the position, one course in the KY Child Care Administrator Credential or its equivalent **OR**
- A certificate from The Registry indicating the person is on Registry Level 12 or above **OR**

- An Associate Degree in early childhood education or childcare from an institution of higher education **OR**
- Child development associate (CDA) credential issued by the council for early childhood professional recognition and, within one year of assuming the position, one course in the KY Child Care Administrator Credential or its equivalent **OR**
- A Bachelor's degree from an institution of higher education in early childhood education or child development or license from KY DPI to act as a kindergarten, pre-kindergarten, or early childhood (regular or special ed) teacher.

Benefits and Perks

- Competitive salary, paid vacation, personal time, and holidays.
- Basic life/AD&D, short-term and long-term disability, and employee assistance program; optional Blue Cross Blue Shield medical (PPO), dental, vision, voluntary life, critical illness, and accident insurance.
- 401(k) retirement savings plan through Voya (safe harbor and company match after one year).
- 50% off shift meal, plus 25% off all non-shift food & beverage purchases (up to three guests).
- One complimentary Lodgic Workplace membership.

Other Responsibilities

This job description excludes non-essential and marginal functions of the position that are incidental to the performance of the fundamental job duties.

Furthermore, the specific examples in each section are not intended to be all-inclusive. Rather, they represent the typical elements and criteria considered necessary to perform the job successfully. Other duties may be assigned.

To Apply

Please submit your qualifications and a cover letter to **careers.louisville@lodgic.org**.