



Career Posting – Lodgic Kids Camp Center Administrator, Madison

The Lodgic Kids Camp Center Administrator will assist the Center Director with the successful operational and financial performance of Lodgic Kids Camp according to the company's purpose, values, brand standards, and key performance indicators. The Center Administrator reports directly to the Center Director, and in his/her absence reports to Lodgic Madison's Managing Director and the National Child Care Director.

Lodgic Kids Camp & 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 Madison, WI, in 2020 and Louisville, KY, in 2021.

For more information, visit lodgic.org.

Lodgic Kids Camp Center Administrator, Madison

Management-related duties include overseeing the classrooms, welcoming children, teaching and caring for children, interacting with families, implementing and facilitating the daily curriculum, managing safety, overseeing mealtimes and snacks, and attending to special situations. Duties also include proper implementation of the six Big Moose Heart Values and curriculum philosophy, plus the fostering of positive relationships with parents and children to build trust and respect.

This position will be responsible for opening and closing responsibilities, as well as administrative responsibilities. This position also works as a floating teacher and may work in the classroom as needed, depending on the drop-in enrollment needs and/or the administrative needs.

Core Job Responsibilities

- Works directly with the Center Director to ensure compliance of all federal, state, and local regulations, as well as compliance with the center's established policies and procedures.
- 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.
- Strong administrative, organizational, and communication skills.
- Basic computer proficiently and cash-handling skills.
- Fills in for the director in his/her absence.
- Responsible for partnering with the Center Director to achieve daily sales and revenue goals.

Duties

- Responsible for maintaining the physical plant and the day-to-day operations of the center.
- Responsible for the daily enrollment and implementation of established procedures.
- Serves as shift lead, responsible for greeting and checking in and out of families.
- Assists the director with planning daily staffing schedules.
- Responsible for assisting with the center's budget and managing resources.
- Keeps parents informed of their child's daily experiences and curriculum activities.
- Ensures licensing paperwork is complete and regularly maintains and updates family files.
- Teaches in a classroom depending on drop-in enrollment needs and/or administrative needs.

- Responsible for the center’s health, safety, and emergency drills and reports.
- Assists Center Director with family enrollment, tours, and sales.
- Supports Center Director in additional duties as assigned.

Qualifications

- Be at least 21 years of age.
- Completed high school or its equivalent as determined by DPI.
- Have a least 80 full days or 120 half days of experience as a teacher or assistant teacher in a licensed childcare center or other approved setting.
- Complete at least 10 hours of training in supervision or personnel management within one year of assuming the position of center administrator/director.
- Responsible for maintaining personnel qualifications with state regulations and completing continuing education courses each year, in addition to the necessary state licensing requirements for directors.

Education

- Two non-credit department-approved courses in early childhood education and, within one year of assuming the position, one course in WI 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 WI 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 Wi 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 WI 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 WI DPI to act as a kindergarten, pre-kindergarten, or early childhood (regular or special education) teacher.

Compensation & Benefits

- 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.
- Lowest published package hourly rate when not working, plus free enrollment at Lodgic Kids Camp for up to two children. Standard team member childcare rates apply for additional siblings.

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 job-related duties may be assigned by the Lodgic Madison Managing Director.

To Apply

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