ROBERT SMITH

Daycare Director

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Reliable child care center director talented at creating and managing a safe, stimulating environment for children ages newborn - 12 years. Expertly leads a team of 30+ teachers with a focus on fostering independence and team strength. Delivers consistent positive energy to families. Reliable, empathetic, motivated, and responsible. Ensures safety, stability, and compliance within any position.

EXPERIENCE

Daycare Director

First Baptist Church - JUNE 2008 – JUNE 2011

- Minister to parents and children enrolled making sure their needs is met to the best of our abilities.
- Work with business administrator and cdp committee on an ongoing basis to be sure that we are meeting the needs of the community, our daycare families and our staff.
- Work with preschool ministry and esl childcare to make sure that they have what they need as we share space and supplies.
- Work with childrens minister to include daycare families on church-wide events such as vbs, easter eggstravaganza, etc.
- Work with maintenance staff to insure rooms maintain the highest level of cleanliness and repair.
- Maintain information and accuracy of student files and teacher personnel files.
- Work with court system in regards to bankruptcy and tuition payments.

Preschool Ministry Associate

Coordinate Ministries - APRIL 2006 – MAY 2010

- For preschoolers and their families with children and youth ministry activities.
- Enlist, train and schedule volunteer leadership for all preschool ministries (Sunday school, mission friends, baby dedication, parents night out, summer fun days, family fun nights, V. B. S., fall festival, easter eggstravaganza).
- Work closely with the director of the weekday school program.
- Enlist and coordinate church ministers for weekly chapel time.
- Ensure effective operation of childcare school as well as supervision of school staff.
- Personnel management assists in the selection and placement of personnel.
- Delegates and supervises staff responsibilities and assists in evaluation staff.

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EDUCATION

- Christian Education - March 2000 to 2005(Marietta High School)
  Associate Of Arts in Christian Education - 2005(American University Of Biblical Studies)

SKILLS

Child Care Professional, Facility Management, Budget Control, Event Planning.