



CITY OF PIGEON FORGE
DEPARTMENT PARKS AND RECREATION
CHILDCARE MANAGER

The City of Pigeon Forge, Tennessee is accepting applications for a Full-time Childcare Manager **Range of Pay \$35,630.40- \$55,702.40/yr.** The city offers a highly competitive compensation and benefit package.

Job Description: This position is responsible for the supervision of the childcare program which oversees the educational instruction and monitors activities of the staff and children at the Pigeon Forge Community Center. Activities associated with the job include, but are not limited to:

- Prepares instructional aides and materials for activities for learning and fun, as well as, assist the children individually and as a group
- Monitor the activities of children on the playground, library or in the gym
- Serve as a positive role model and promoting a nurturing approach for the children
- Ensure the proper documentation of children staying in childcare at the center
- Ensure the cleanliness of the center, toys, games, and equipment
- Assist parents with any questions or concerns

Minimum Qualifications: Graduation from an accredited high school supplemented with additional training and/or experience in working specifically with children ages 1-9 and other ages; supervisory experience; strong organizational, interpersonal and decision making skills; ability to provide effective instruction in individual and/or group settings; sufficient strength and agility to perform the physically demanding aspects of the job; ability to consistently enforce established policies and procedures; considerable knowledge of childhood developmental stages and patterns and good observational skills.

How to Apply: Interested candidates should submit an application/ resume, cover letter and list of references to: Human Resources Department, City of Pigeon Forge, P.O. Box 1350, Pigeon Forge, TN 37868. Applications can be completed online at www.cityofpigeonforge.com. Paper applications may be picked up at City of Pigeon Forge Community Center @ 170 Community Center Drive, Pigeon Forge, TN 37863. **Applications will be accepted till the position is filled.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, and drug testing in accordance with City policy.