



Black Belt Community Foundation

Center Manager Job Announcement

Updated 9/10/2025

Title: Center Manager

Location: To be determined

Reports To: Head Start Director

FLSA Status: Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Center Manager serves as the administrative and operational leader of Head Start centers, working collaboratively with the Director of Education to build a culture of excellence and accountability. This role oversees compliance with Head Start Performance Standards, state licensing, CACFP, and ensures health and safety while coordinating with leadership to implement quality improvement initiatives.

Key Responsibilities:

- **Compliance & Oversight:** Monitor health and safety at all centers; ensure licensing and documentation; report non-compliance and corrective action plans to the Head Start Director.
- **Facilities & Operations Coordination:** Oversee monthly health and safety monitoring, playground checklists, and coordinate with Operations regarding outstanding concerns.
- **Leadership & Program Governance:** Coordinate self-assessments and develop action plans for quality improvement; disseminate data and trends; conduct staff evaluations; communicate directives and policies to families and staff.
- **Teamwork & Service Coordination:** Participate in team and one-on-one meetings to ensure service coordination; maintain records of monitoring, coaching, and training activities; complete monthly reports and submit to DOE.
- **Community Engagement:** Attend parent committees, Policy Council, and Board meetings as needed; promote open communication and teamwork within leadership teams.

Requirements: Bachelor's Degree preferred in Early Childhood Education or related field. Strong organizational, communication, and interpersonal skills; ability to multi-task and work independently. Proficiency with technology. Must pass physical exam, background check, and fingerprinting screen. Able to lift a child weighing 40 pounds up to 20 times a day. Current driver's license, reliable transportation, and ability to travel out of state. Certification in CPR and First Aid (or ability to obtain).

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application.

We are an equal opportunity employer committed to a diverse and healthy workplace.