



Position Title: Childcare Manager
Department: Operations
FLSA Status: Full-time, Salaried, Exempt
Location: Lincoln, Nebraska
Reports to: Director of Operations
Date Created: February 2026

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Childcare Manager at Catholic Social Services (CSS) must have a passion for working with and caring for young children. This individual will be responsible for leading a Christ-centered program that develops the whole child by building self-compassion, fostering learning through play and academics, and sparking imagination for learning.

Essential Functions:

- Maintain the annual licensing process with the Nebraska Department of Health and Human Services and the Lincoln/Lancaster County Health Department.
- Maintain a welcoming Christian environment by treating all with dignity and respect.
- Ensure and assist in maintaining a safe, clean, and healthy environment.
- Supervise and support the daily preparation of rooms, cleaning throughout the day, and rotation of toys and activities on a regular basis.
- Be responsible for children's health, safety and physical needs.
- Monitor and supervise children ages six weeks to 3.5 years.
 - Infant Care includes ensuring that daily physical needs are met and that the emotional needs of each baby are met through talking, smiling, reading and playing.
 - Toddler Care includes conducting classroom activities that promote the social, developmental and educational growth of children.
- Instruct appropriate age groups with the teachings/prayers of the Catholic Church.
- Provide learning experiences to help children grow in all developmental areas.
- Adhere to all state requirements in regards to care, environment, documentation, etc. including any required ongoing training for self and other staff.
- Hire, manage and supervise childcare staff as needed.
- Schedule staff according to child/teacher ratios and adherence to annual budget.
- Assist with maintaining proper supplies.
- Collaborate with accounting in billing processes for parents.
- Maintain and foster positive and constructive interaction with children and parents.
- Work cooperatively with Catholic Social Services staff.
- Adhere to the personnel practices of Catholic Social Services and participate in the annual Diocesan Safe Environment Training.
- Represent, communicate, and integrate authentic Catholic Social Teaching in the delivery of all services and in every encounter.
- Other duties as assigned.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

**Preferred Competencies:**

- Strong Communication Skills; Must have good speaking skills to provide direction or information effectively, and good listening skills to understand parents' instructions.
- Patience and the ability to remain calm under pressure.
- Cooperation and teamwork skills.
- Problem Solving and decision-making skills
- Program Implementation with a willingness to learn and comply with the rules and regulations of a Licensed Childcare Center
- Ethical and Trustworthy
- Safety and Security

Qualifications:

Must be knowledgeable about the Catholic Church and support its moral and religious teachings. As the lead Childcare Manager, this individual must be self-directed and self-motivated. You must be 21 years of age or older. Minimum requirement is GED, Associates degree or Bachelor's degree in early childhood education or related field is preferred. Must have experience.

Additional qualifications include: Understanding of the responsibilities of a mandated reporter and being certified in child first aid and CPR.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift 40 pounds, stand 95% of the day, assume postures in low levels that allow contact with children, bend, stoop, kneel, sit on the floor and have the agility to move from a seated position to a standing position promptly to respond to emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

While performing the duties of this job, the employee is primarily indoors with outdoor activity available and encouraged yet determined by safe weather conditions. The noise level in the work environment is usually moderate.