

Child Care Ministries Program Director Job Description

A part-time professional exempt position

Education and Experience:

- Bachelor's degree (or nearing completion of degree) in Early Childhood Education or related field, and at least one year of experience in an early childhood care/education setting or Associate of Arts degree in Early Childhood Education or related area and at least two years of experience in an early childhood setting.
- Working knowledge of child development, developmentally appropriate practices and day care routines and policies.
- Cognitive, organizational, and emotional abilities to deal effectively with multiple stressors, deadlines, difficult situations and/or children and adults needs under minimal supervision.
- Able to promote teamwork, manage people and resources to ensure the programs meet all licensure requirements. Punctuality, flexibility and time management skills are expectations for the success of the programs under the director's supervision.
- Ability to communicate effectively with children, child care providers and parents
- Genuine interest and enjoyment of small children/infants and respect for diverse cultural backgrounds and abilities the ability to stay calm in all situations and to respond to children in a quiet, reassuring manner.

Training Requirements:

- Attend all required trainings.
- CPR and First Aid required to be completed within the first year of employment.

Accountability: Responsible to the Childcare Board, Pastor, and Staff Parish Relations Committee (SPRC).

Responsibilities:

- Administer the day to day operation of the Mothers Day Out, After School Latch Key, Summer Latch Key and Church Nursery programs in keeping with the FUMC philosophy.
- Responsible for recruiting, interviewing, hiring, training, supervising, scheduling and evaluating child care providers.
- Be familiar, comply, and ensure all licensing standards are met, at least, the 2-Star level.
- Maintain, in an orderly manner, all required completed forms and records for children and child care providers.

- Enroll children in compliance with program policies and licensing requirements.
- Be on the premises at least 70% of the time children are present in the Mothers Day Out and After School Latch Key programs and 60% of the time children are present in the Summer Latch Key program.
- Schedule child care providers and substitutes work time so that required ratios are met for both licensing and Safe Sanctuary policies.
- Maintain time sheets for all child care providers
- Supervise the cleanliness and care of space used.
- Maintain and follow all required safety regulations (fire drills, etc.)
- Collect fees and keep appropriate records of payments
- Follow Church purchasing and money handling procedures including management of inventory and supplies
- Recruit, coordinate and train volunteer van drivers and riders for pick up times at specific schools.
- Develop calendars for the child care programs that are compatible with the Clovis Municipal Schools calendar.
- Promote the programs through community advertising
- Coordinate and supervise, with the Christian Education Director, the Church Nursery program including scheduling and payroll for child care providers, supplies and cleanliness of the rooms.
- Keep parents informed of program activities, policies, and events
- Be available to consult with parents.
- Perform any related duties as required.

Physical Requirements: Must be able to stand 60% of the time and ability to lift up to 35 pounds.