

POSITION TITLE: Director of East Hill Weekday Children's Ministry

JOB TYPE: Full Time

East Hill Baptist Church

Tallahassee, FL

PURPOSE

The Director of the East Hill Weekday Children's Ministry program is responsible for maintaining a positive, enriching, and loving Christian environment in which children can thrive. The Director oversees all programs under the Weekday Children's Ministry (WCM). In this capacity, the Director will develop and implement the overall vision for all WCM programs. The Director reports to the Weekday Children's Ministry Council.

The Director serves as the "face" of the program to the church and community.

The Director must hold an active Florida Child Care Director's Credential (with VPK endorsement preferred) and is the named credentialed Director on the East Hill Weekday Childcare license.

DUTIES AND RESPONSIBILITIES

- Develop and implement the overall vision, mission, and growth of all Weekday Children's Ministry (WCM) programs.
- Oversee all areas of the program including but not limited to Preschool, Before and After School programs, and Summer Day Camp.
- Work with the Weekday Children's Ministry Council in planning, review, and oversight of programs.
- Maintain all Florida Department of Children and Families (DCF) standards, required documentations, and license.
- Supervise the Preschool Principal, Music and Programs Coordinator, and Office Manager, as well as other staff.
- Provide support and opportunities for spiritual growth and professional development for staff.
- Responsible for personnel actions of all WCM staff including, but not limited to, hiring and firing of staff and providing resolution of all disciplinary issues.
- Create work schedules for staff to ensure all areas of the programs are fully staffed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal with parents and staff in a loving, tactful, and courteous manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and apply applicable rules, regulations, policies, and procedures.
- Ability to work independently, prioritize effectively, and utilize time management skills.
- Ability to plan, organize, and coordinate work assignments and schedules.
- Ability to use all Microsoft Office programs with proficiency in Excel and PowerPoint.
- Ability to prepare correspondence and reports.

EXPECTATIONS

- Committed Christian having strong personal relationship with Jesus Christ and an active member of a local church congregation (membership at East Hill Baptist Church preferred)
- Love for children and families

QUALIFICATIONS

- Bachelor's Degree or higher in Early Childhood Education, Elementary Education, Family and Child Sciences, Children's and Family Ministries, Leadership and Christian Education, or a related field.
- Minimum of 4 years' experience in a field working with children. Prior children's ministry experience is preferred.

Please send résumé to danny@easthill.net.