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**Job Description**

**St. Luke’s United Methodist Church**

**Hickory, NC**

Job Description

**52 – 16th Ave NW**

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**POSITION TITLE: Director of Child Care Center**

**REPORTS TO: Children’s Ministry Committee**

**FLSA STATUS: Full-Time Salaried, Exempt**

**Mission of Full Day Childcare:** St. Luke’s United Methodist Church’s Weekday Childcare Ministry provides high quality childcare for infant, toddler, and pre-school age children while sharing the love of God with families. Through developing relationships and intentional communication between St. Luke’s staff, members and parents, this ministry promotes Christian education while providing for the social, emotional, and educational growth of young children. This ministry also extends the mission of our church by providing opportunities for the St. Luke’s family to actively share Christ and build caring relationships with children and their families.

**Job Summary:** Responsible for overseeing the daily operations of the St. Luke’s Child Care Center established to provide quality Christian education in a safe and nurturing environment.

**Responsibilities and Duties:**

**Program Administration**

* Ensure the daily operation of the childcare program.
* Integrate the childcare ministry into St. Luke’s church through intentional communication with staff, church members and families.
* Maintain all policies and procedures for the childcare program operation at the 4- or 5-star level.

**Serve as liaison Between:**

* Childcare advisory committee, childcare center and church staff, and families
* The childcare center and other community preschool programs by attending meetings and

conferences as deemed appropriate.

* The childcare center and community organizations for outreach and marketing purposes
* Coordinate and join with the Children’s Ministry Director to support the children’s ministry of St. Lukes.

**Instructional Management**

* Plan, coordinate, and communicate developmentally appropriate educational plans,

curriculum, special programs, and student assessments with teachers and families.

**Personnel Management**

* Supervise all permanent and substitute staff members.
* Perform accurate and meaningful annual performance evaluations.
* Oversee the hiring process and orientation for permanent and substitute staff.
* The Director will collaborate with SPRC on issues of employee discipline and employment terminations.

**Program Operation**

* Supervise registration and enrollment.
* Create and recommend a budget, ensuring the program is self-sustaining.
* Assure consistent compliance with all standards to maintain star rating including, but not.

limited to maintenance of annual fire, health, and licensing inspections.

* Manage program data including class lists, school calendar, newsletters, student records, etc.
* Communicate with parents outlining program expectations. Handle parent concerns in a timely manner.
* Develop relationships with St. Luke’s members to lead and promote enrichment activities.
* Coordinate with the Church Administrator to ensure tuition is collected & staff timecards are

maintained.

* Maintain and operate equipment including but not limited to copy machine, computers,

iPad, and laminator

**Program Development**

* Maintain a visible presence to staff, students, families, and church members.
* Maintain a working knowledge of best practices and research in early education. Adopt and

incorporate into staff training plans.

* Implement strategies to recruit and maintain enrollment.

**Church and Community Relations**

* Articulate the center’s mission to employees and other stakeholders and solicit support in
* realizing this mission
* Develop strategies appropriate and effective to encourage community, parent, and church

involvement.

* Represent the center in a professional, courteous, and positive manner at all times.
* Communicate effectively with staff, students, church members, and families

**Qualifications and Skills:**

**Must Meet The following:**

* A Christian commitment to joyfully help each child grow spiritually.
* Have a level 1 North Carolina Early Childhood Administrator Credential or its equivalent.
* Completed 18 semester hours in Early Childhood Education/Child Development and 1 year of

experience in childcare administration **OR**

* Completed 6 semester hours in Early Childhood Education/Child Development and 10 years

experience in childcare administration

**Special Knowledge or Skills:**

* Thorough understanding of childcare center operations
* Strong organizational, communication, public relations, computer, and people skills
* Ability to coordinate center functions.
* Ability to implement and maintain policy and procedures.
* Knowledge and implementation of North Carolina childcare guidelines and state licensing
* Comprehensive knowledge and proven success implementing programs for children based

on developmentally appropriate practices

* Accepts and respects differences in children, parents, and coworkers.
* Ability to manage and maintain a budget.
* Strong leadership and team building skills.

Please submit a cover letter, resume, and three references to:

[**Administrator@slumc.org**](mailto:Administrator@slumc.org)

Or mail to:

St. Luke’s UMC, Attn: Church Administrator

52 - 16th Avenue NW

Hickory, NC 28601