

**Kenly Missionary Baptist Church
Christian Childcare Center - Director Job Description**

Job Title : Childcare Center Director

Reports To: Senior Pastor and Childcare Committee

Position Status: Full Time/Salary

**Kenly Missionary Baptist Church Mission Statement:
Love God, Love Others, Serve Both**

Prerequisites:

Prior to beginning employment, new hires will be required to submit to a criminal background check. Applicants should not have been convicted of any crime involving child neglect, child abuse, or moral depravity.

Employees should not have had any substantiated findings of child abuse or child neglect as the result of a child protective services investigation or assessment conducted by a local Department of Social Services (or its equivalent).

Prior to beginning employment, new hires will submit to a drug screening. Employees should have no positive test for illegal drugs. Employees should not illegally use narcotics or other impairing drugs. Employees should not be habitually excessive users of alcohol.

Qualifications:

- Must demonstrate a meaningful personal relationship with Jesus Christ. This is evidenced by having made a public profession of faith that Jesus is his/her Lord and Savior, being active in a local body of Christian believers, and possessing a character that reflects biblical godliness.
- Must have a clear passion for working with and nurturing children.
- Must be at least 21 years of age.
- NC Early Childhood Administration Credential (or its equivalent), or experience that includes oversight of employees, dealing directly with clients/customers, and managing compliance. Preference will be given to applicants with relevant education and experience.

Responsibilities:

- Pray and seek God's guidance in all things concerning the child care center.

- Maintain his or her relationship with Christ through continued active involvement in a local body of Christian believers that includes regular participation in corporate worship, consistent participation in a Sunday school class or other discipleship small group, and personal prayer time & Bible study.
- Be a mentor to center staff and hold them accountable according to God's word.
- Maintain all COVID-19 requirements at all times. Submit attendance to the state weekly.
- If the applicant has not previously done so, upon acceptance of the director's position he/she will be required to enroll in and attend a two-day pre-licensing workshop that is offered by the NC Division of Child Development & Early Education.
- Interview, follow up and hire applicants for positions within the KMBC Christian Childcare Center ensuring all paperwork is in order for new employees.
- Train new employees and ensure continued training of all center employees.
- Oversee all areas of enrollment. This includes, but not limited to, speaking with parents who inquire about the center, conducting tours with potential families, and ensuring all paperwork and documentation is in order for each child enrolled.
- Responsible for dealing with any inspectors and licensing matters.
- Maintain state guidelines throughout the center and oversee all safety standards.
- Serve as a liaison between the childcare center and the congregation.
- Must be willing to accept phone calls from parents at all hours and bridge communication between parents and teachers.
- Have direct oversight of center employees, issuing warnings and discipline when work isn't up to par, and encouragement when a job is well done.
- Communicate with teachers about classroom needs and oversee those purchases.
- Monitor child/teacher ratios, class sizes, and supervision of the children ensuring ample coverage of classrooms at all times.
- Ensure that the center is properly staffed and fully ready for opening before 6:30 a.m. on each day of business. The director may assign teachers to a rotation for opening up the center. On days when the director is not present for the opening of the center, then he/she should be present for the closing of the center (unless prevented by circumstances or unless prior approval is obtained).
- Oversee staff training. This will include training on-site or classes/conferences/seminars off-site. Training may include but is not limited to: CPR, first aid, continuing education, behavior management, teaching techniques, etc. The director will set up any training that is necessary in order for employees to obtain necessary certifications or for the center to be properly licensed in certain areas as required by law.
- Willing and able to perform the duties of ANY employee in the center (kitchen, classroom, janitorial, etc.).
- Will support and work with teachers to handle issues of chronic or serious inappropriate behavior involving specific children. This may include specific practical guidance in addressing the misbehavior, direct intervention with the child, or communicating with the child's parent(s).
- Oversee security of the center, ensuring that children are appropriately signed out by persons authorized to pick them up, preventing unauthorized persons from having unsupervised contact with children.
- Oversee payment list and contact those parents who are delinquent in their payments.
- Select and implement curriculum for classes that are both age-appropriate and biblically based.

- The director may be assigned other duties and responsibilities as deemed necessary by the Associate Pastor, Pastor, or other KMBC representatives.

Accountability:

- The director will work cooperatively with the Senior Pastor, Child Care Committee, church staff and the elders and deacons.
- The director will be held accountable by being responsible to the church and being under the direct supervision of the Senior Pastor.

In applying for this position, references are requested. One of these should be from the applicant's current pastor or other significant spiritual leader within a local body of believers. A second preference would be a supervisor in a recent job. We will not contact references unless you are being seriously considered for employment at our center.

HOW TO APPLY:

Please send resume and references by email to childcarejobs@kenlybaptist.com.