

THE CHILDREN'S CENTER AT MULBERRY
Position Announcement January 2017

Position: Program Director

Position Status: Fulltime

Application Deadline: January 31, 2017

QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Two (2) years of related work experience
 - Note: Experience may substitute for the degree on a year-for year basis, as long as degree and experience meet requirements set forth by Bright From the Start, rules and regulations; **Rule 591-1-.31 Staff**

Preferred Qualifications, in addition to minimum qualifications:

Strong organizational and communication skills, including computer literacy; demonstrated love of children; and a willingness and ability to relate well with children and teachers in the classroom and to emphasize the Christian principles of love, caring, sharing, honesty, and fair play. The Director must meet applicable licensing standards. The Director must have the ability to manage both people and resources efficiently and graciously. The Director must be at least twenty-one years or older and satisfy a criminal records check. The Director must have no physical or mental handicap that prohibits him or her from performing the essential functions of the job (i.e., that would interfere with the care of children). Agreement and comfort with the teachings of the United Methodist Church and Christian faith are essential.

ACCOUNTABILITY: Policies for the CCM originate with the Board of Advisors, which oversees the operation of the CCM and is accountable to the Executive Committee. As a member of the professional staff of Mulberry Street United Methodist Church (MSUMC), the Director reports to the Board of Advisors and the Executive Committee.

PRIMARY FUNCTION: To manage all facets of the CCM as part of MSUMC's ongoing ministry in the community, focusing on the child's social development, emotional development, physical development, cognitive development, and spiritual development.

HOURS: Full-time; hours will vary depending on duties in a given week, but will be determined in consultation with the Board of Advisors.

SALARY/BENEFITS: Determined by the Board of Advisors, salary will be commensurate with education and experience.

Job Summary:

The Director will administer the day-to-day operation of CCM in keeping with its policies and philosophy which include the following:

- Identify and maintain all licensing, accreditation and zoning standards and ensure appropriate compliance.

- Oversee the preparation of the annual budget
- Recruit, interview, hire, supervise, train, evaluate, and terminate personnel in the best interest of the program.
- Assist teachers as needed with classroom management, parental involvement, and areas of concern.
- Monitor classrooms through regular presence for instruction in activities.
- Select curriculum that satisfactorily meets the five areas of child development and submit to Board of Advisors for approval on an annual basis.
- Researches grant opportunities and complete grant applications appropriate for CCM.
- Participate in community events that highlight advocacy of children and families.
- Complete such other duties as the Full Board, and or Executive Committee assigns the Director.