

JOB DESCRIPTION

Job Description Title:	Daycare Program Director
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Job Description

Duties and Responsibilities

Position Summary

The Daycare Program Director is responsible for overseeing the planning and implementation of Daycare care programming for families in the Nordonia Hills school district and the surrounding communities. The desire is to serve our local community by providing a safe and affordable Daycare program that shares the love of Jesus Christ. The Daycare Program Director is considered a direct representative of Western Reserve Grace Church to the Macedonia and surrounding communities. As such, this role is expected to faithfully represent the love of Christ and the values of Western Reserve Grace Church, while seeking to serve and prioritize the Daycare programming needs of our local communities.

Responsibilities/Duties: Ongoing

- Manage, direct, and coordinate the Daycare program.
- Create and maintain the operating budget for the Daycare program.
- Develop high-quality programming and establish new program activities.
- Create marketing plan for Daycare recruitment
- Recruit, train, manage, and disciple Daycare care program employees.
- Plan and implement daily Daycare programming for children including (but not limited to) activities, snacks, ministry programming and content.
- Coordinate staffing and volunteer schedules.
- Regularly communicate with parents concerning program logistics including schedules, billing, rules and expectations, and other matters deemed necessary.
- Regularly communicate with parents concerning opportunities for prayer, encouragement, and family discipleship.
- Manage, reserve, and obtain the necessary supplies and space utilized for the program.
- Perform other related duties as required.

Responsibilities/Duties: through 6-12 months

- Research and complete Daycare requirements per state of Ohio guidelines for building and supply
- Obtain all licensing requirements for current and future staffing for child care centers through ODJFS
- Obtain provisional license for WRGC to be a licensed child care center

Minimum Qualifications, Education, and Experience Required

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Education and Experience

- Be a member or willing to become a member in good spiritual standing at Western Reserve Grace Church
- High school diploma/GED required. Preferred: Either two years of college with four child development courses or any of these alternatives: 24 months of experience in a licensed childcare program and a currently valid Child Development Associate (CDA) Credential; 24 months in a licensed childcare program and four child development courses; Pre-Kindergarten Associate Certificate; An ODJFS Administrator Credential; Montessori Pre-Primary/Early Childhood Credential
- Willing to obtain infant and child CPR and first aid certifications
- Willing to attend child abuse/neglect recognition and prevention training

Abilities

- Demonstrates spiritual maturity and a growing commitment to the Christian faith
- Passionate to connect the community to the vision of the local church
- Manages multiple tasks simultaneously
- Comfortable working with families, both students and parents
- Preserves effective working relationships with other people
- Communicates effectively verbally, and in writing
- Maintains confidentiality and professionalism at all times