



Job Description

Job Title	<i>Director of the Full Day Christian Learning Center (Daycare) – Dalton First United Methodist Church</i>
Reports to	<i>Director of Family Ministries</i>

The Christian Learning Center's mission statement is: "Teaching our children and building a faith alongside parents that will last a lifetime."

Job Purpose

To oversee the daily operations of the day care including staff management, budgeting and financial planning, ensuring compliance with state regulations, and working directly with the day care families. The successful candidate will be responsible for maintaining a safe, healthy, nurturing, and engaging environment for children where all social, emotional, and cognitive developmental needs are addressed.

This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.

Desired Qualities and Characteristics

- Demonstrated integrity, honesty and ethical behavior
- Support of the beliefs, mission, and direction of The United Methodist Church
- Enthusiasm, high energy and a love of young children
- A desire to foster the spiritual development of children in partnership with parents
- An expectation of excellence from self and staff
- An open and collaborative leadership style that demonstrates the ability to listen to and communicate effectively with students, staff and the community
- The ability to seek and consider new ideas that promote continuous improvement
- The ability to work through sensitive issues and challenges that contributes to understanding and growth on the part of all stakeholders
- A thorough understanding of child development and early childhood education
- Ability to team with all stakeholders to accomplish common goals
- Knowledge of current state regulations and guidelines for day care programs in Georgia

Duties and Responsibilities

- Plan, organize, direct, manage, and supervise all aspects the day care program including but not limited to promoting the program and hiring staff
- Stay abreast of best practices in child development programs and participate in professional learning for personal growth
- Create and implement an age appropriate curriculum
- Work collaboratively with the church's Christian Learning Center (CLC) Board, the director of the half day CLC program, and the church staff
- Meet regularly with the Director of Family Ministries
- Provide targeted, effective, and consistent communication among all stakeholders
- Facilitate positive relationships among the staff, parents and the Center
- Develop and maintain all operational policies, procedures, and forms as required by the State of Georgia Child Care Licensing Office and participate in the related required trainings
- Maintain a physical environment that conforms to educational and state licensing standards for safety and cleanliness
- Regularly monitor and evaluate staff performance, provide coaching or mentoring for performance improvement and development, and apply interventions/disciplinary actions as appropriate
- Plan and facilitate professional learning opportunities for staff including state required trainings, trainings that promote a safe environment, and other high quality professional learning that supports staff and child growth and success
- Work collaboratively with parents to support their child's developmental growth and promote an atmosphere of community and cooperation among all interested parties
- Develop and manage a budget for the day care and ensure financial security
- Perform such other tasks and assumes such other responsibilities as may, from time to time, be assigned by the Director of Family Ministries

Minimum Qualifications

Bachelor's Degree in Child Development and/or Early Childhood Education or a related field
Five or more years of experience in a childcare or preschool setting

Preferred Qualifications

A Georgia Director's Certificate from a state approved certification program
Previous leadership experience in a childcare/preschool/school setting

To Apply:

This is a full-time position of 40+ hours per week. Compensation includes salary, benefits and support for professional learning. Salary based on qualifications and experience.

Job Information Contact:

Hannah Harwood, Director of Family Ministries
706-278-8494
hannah@daltonfumc.com