

# **Recruitment Announcement**

## **Assistant Director - Child Care and Preschool Center**

Deep Creek United Methodist Church  
141 George Washington Highway N  
Chesapeake, VA 23323

We are recruiting for a qualified Child Care and Preschool Center Assistant Director to execute the operations of the Deep Creek United Methodist Church Children's Center to ensure and sustain a Christ-centered learning environment that is physically, socially, emotionally, and culturally safe and provides for a positive and secure developmental experience for our community's children.

Under the supervision of the Director, the Assistant Director administers child care and education programs and ensures compliance with local, state, and federal regulations. The Assistant Director will oversee, instruct, and support a complement of child care staff and preschool staff to meet all center operational requirements and support overall operations and maintenance of center facilities. You will administer the center compliance records, staff personnel records, and child enrollment records, and the billing and payroll systems for the center.

The successful applicant will have demonstrable experience in administration and/or operations of a child care center and/or preschool, as well as strong organization and communication skills. The applicant should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for children, staff, and teachers. Business administration and early childhood development experience is desirable.

### **Responsibilities:**

- Support a safe, secure, happy, and stimulating environment for children
- Research and coordinate curricula with Director and staff that complies with state and federal requirements
- Ensure that center facilities are safe for children and comply with local, state, and federal laws and regulations
- Execute center operations in compliance with licensing standards and requirements at all times
- Communicate and meet with parents regarding children and the center's policies
- Maintain accountability to the Director and the pastor and support center relationships with church governance boards to execute center needs
- Research and recommend materials, equipment, and supplies for purchase
- Administer staff personnel records and child enrollment records up to date.
- Organize and schedule training of new/current staff members, ensuring they meet all policies and legal requirements on child care standards and procedures
- Administer the enrollment, billing, and payroll systems for the center
- Collaborate effectively with church staff and volunteers to support center needs

**Requirements:**

- Associate's or Bachelor's degree in a related field or relevant work experience
- Early childhood education experience is preferred
- Christian-centered child care and/or preschool experience is a plus
- Knowledge/experience with local, state, and federal laws governing child care
- Excellent written and verbal communication skills
- Strong leadership and interpersonal skills
- Excellent organizational, problem-solving, and time-management skills
- Financial management/administration experience is desirable
- Proficiency with business technology such as computer software (email, word processing, spreadsheets, accounting/billing systems, etc.), telephones, security systems, etc.) is required
- Experience with Procare child care management system is a plus
- Exhibit a friendly attitude, professional appearance, and strong work ethic at all times
- Must be able to perform the physical requirements of the job
- Note: The applicant must successfully pass a Virginia background check prior to final job offer

**To Apply:**

Applicants must submit a professional resume outlining your experience and qualifications for this position. Please include contact information for any references provided. **Resumes must be submitted to [dgillikin3@ymail.com](mailto:dgillikin3@ymail.com) as soon as possible for consideration.**

Applicant inquiries may be submitted to the email address shown above.