

Recruitment Announcement

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 Director to manage 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. You will administer, develop, and direct child care and preschool education programs and ensure compliance with local, state, and federal regulations. You will manage, develop, direct, and support a complement of child care staff and preschool staff to meet all center operational requirements, ensure that facilities are maintained, and manage the center's financial affairs.

The successful applicant will have demonstrable experience in managing all aspects of a child care center and/or preschool, as well as strong leadership and communication skills. You 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:

- Ensure a safe, secure, happy, and stimulating environment for children
- Manage and coordinate curricula with 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
- Maintain 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 pastor and collaborative relationships with church governance boards to execute center needs
- Evaluate and purchase materials, equipment, and supplies
- Manage employee/teaching staff performance and conduct and promote staff professional development
- Interview, hire, train, and develop staff members, ensuring they meet all policies and legal requirements
- Ensure staff training courses remain up to date on child care standards and procedures
- Manage/execute the center budget and finances to ensure that the center remains financially stable
- Develop and facilitate a marketing and communications plan
- 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 as soon as possible for consideration.
- Applicant inquiries may be submitted to the email address shown above.