

Job description

Director of Preschool Programs

The Director of Preschool Programs is a full-time, year-round position, responsible for the day to day operations of Plainfield United Methodist Church's (PUMC's) Preschool Programs (currently: Play 'N Share, Preschool, and Stay 'N Play programs).

Ministries responsibilities:

- Takes work direction from, reports to, and is accountable to PUMC's Director of Children's Ministries.

Tasks include but are not limited to:

- Develop a safe, stimulating, loving, and Christian environment for learning in the programs for which he/she is responsible
- Meet with and give direction to PUMC's Preschool Programs (currently: Play 'N Share, Preschool, and Stay 'N Play programs) Advisory and Executive Boards
- Hire, supervise, evaluate, and direct program staff
- Communicate regularly and effectively with program client families
- Manage program finances and make appropriate reports to program boards and PUMC
- Attend meetings of PUMC Staff, Church Council, Children's Council, assigned staff teams, and various short term planning groups as needed
- Set annual professional ministry goals with supervisor (PUMC Director of Children's Ministries) and participate in ongoing supervision and review
- Other duties as the ministry requires and as directed by PUMC Director of Children's Ministries

Qualifications:

Bachelor's Degree in Early Childhood Education or equivalent experience

Skills and gifts:

Background in education

Relational and administrative acumen

Personal commitment to Christ and the work of the Church

Name: _____

Signed: _____

Date: _____

Revised: January 2019