

Loving Arms Childcare Center 1101 Willmar Ave SW, Willmar, MN 56201

POSITION DESCRIPTION

Date: November 2023

POSITION TITLE: Director of Early Childhood Programs

Hours: Full Time

Salary Range: Begins at \$65,000

Benefits: Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available on the benefit statement.

FLSA: Exempt

Reports to: Lead Pastor at Vinje Lutheran Church

Receives Work Direction From: Lead Pastor at Vinje, Vinje Council

Supervisor to: Assistant Director(s) and Operations Assistant, and multisite staff.

Provides Work Direction to: Teachers, Teacher's Assistants, Teacher's Aides, Volunteers

WHO WE ARE

Loving Arms, Praise and Play and Discovery Hill provide a loving and nurturing environment for your child because we believe that God loves and nurtures all people. Our faith teaches us that every child is special, unique, and worthy of love and acceptance. Both centers enable children to enhance their physical and cognitive development through a child-centered, safe environment.

We offer care for children from 6 weeks to 5 years old. We also are pleased to offer summer and off-day care for children ages 5-10.

PURPOSE OF POSITION

The Director of Early Childhood Programs provides vision, leadership, cooperation, and standards of excellence in all childcare center programs offered. The person in this position works under the Lead Pastor and the Vinje Executive Committee and they are responsible for upholding the mission statements of Vinje Lutheran Church in relation to providing high quality care and education for young children in a Christ centered environment. The director must be able to organize, lead, and work with volunteers and paid staff to accomplish the vision and goals of the ministry for young children and families.

ESSENTIAL RESPONSIBILITIES

- Help create a productive, positive, and harmonious work environment.
- Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.
- Daily management and oversight of childcare center operations.
- Manage communications with vendors and contractors, including the food service contractor.
- Recruit and hire childcare center staff alongside the Vinje Executive Committee & Personnel Committee.

- Coaching and mentoring staff.
- Collaborate and confer with Assistant Director and site supervisors = on performance reviews for teachers and teacher's assistants.
- Resolve personnel issues and work with Executive Committee or Personnel Committee regarding any.
- Ensure all policies and procedures of Vinje Lutheran Church, Loving Arms, Praise & Play, and Discovery Hill are followed.
- Assist parents and children through their experience at the centers and respond to parent/guardian concerns.
- Build and maintain relationships within the community to offer collaborative opportunities for ministry.
- Network with early education leaders in the community to ensure the centers are meeting the needs of children in the area, including coordinating for kindergarten preparedness.
- Provide tours for prospective clients.
- Help provide funding for all centers through writing grants, fundraising, tuition assistance, marketing, and consistent monitoring of expenses.

Other Responsibilities (Include, but are not limited to...)

- Assists Lead Pastor in developing an annual budget.
- Teach classes or courses or provide direct care to children if needed.
- Write articles, manuals, and other publications and assist in the distribution of promotional literature about programs and facilities.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in early childhood education or related field.
- Have at least 5 years of staff supervision or leadership experience (paid or unpaid).
- At least five years of early childhood education experience required.
- Willingness to complete MN Directors credential if deemed necessary.
- Have at least 9 quarter credits or 90 combined hours in accredited courses in staff supervision, human relations, and child development.
- Must meet Rule 3 of the Minnesota Statue.

ADDITIONAL REQUIRED QUALIFICATIONS

- Successfully complete standard background check and sexual misconduct check.
- CPR and First Aid Certification or willingness to obtain.