

# Pleasant Grove Baptist Church

## Mother's Morning Out (MMO) Director

### JOB DESCRIPTION

The Director of the PGBC MMO Program is first and foremost to follow the teachings of the Bible in directing the students and teachers as well as be an active member within his/her church. He/She will be responsible for leading a team of teachers and other staff in the establishment and operation of our Christian preschool, including day-to-day operation and routine special events for children ages birth through pre-kindergarten. This includes leadership of staff recruitment, child enrollment processes, curriculum development, classroom management, staff development, and keeping a balanced budget. This person will follow all policies, procedures and guidelines as outlined in the MMO Handbook. This position is under the direct supervision of the Senior Pastor of PGBC.

This is a part time 11 month contract, with a start date of August 1, 2018 and an end date of June 30, 2019. The salary of the position is \$24,000 annually, based on working an average of 30 hours per week.

### QUALIFICATIONS

This position requires a degree in Early Childhood Education with at least 1 year experience or a minimum of 5 years experience as a leader in a structured child care program. The director will be a strong leader with a solid work ethic, who possess a passion for teaching children and has the ability to function as an administrator, supervising employees and volunteers. They should also be a sensitive and mature person, growing in and modeling the Christian faith and an active member of a local Christian church. Other requirements include being at least 21 years old, successfully completing a back-ground check and maintaining a First Aid/CPR/AED certification.

### RESPONSIBILITIES

The primary responsibility is to oversee and direct the church's Mother's Morning Out (MMO) program. Other responsibilities include, but are not limited to, the following:

#### Curriculum/Enrollment:

1. Select and/or develop curriculum for a preschool children's education program that is fun, educational, and appropriate for a Christian preschool environment.
2. Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
3. Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
4. Give guided tours and meet with prospective parents during hours that are convenient to them.

Staff:

5. Recruit, hire and manage staff as needs arise and maintain all staff records including time cards and payroll records.
6. Assign the responsibilities of the teaching staff
7. Hold regular devotions with staff for the purpose of creating a Christ centered work environment and sense of community.
8. Hold staff meetings as needed for the purpose of planning and finding solutions to the center's needs.
9. Coordinate new staff orientation and staff development training as needed.
10. Regularly monitor, observe and evaluate the staff and supervise the management of classroom schedules and calendars.
11. Assist in arranging for substitute help when needed.
12. Follow all policies, procedures, and guidelines as outlined in the MMO Handbook and hold all staff and teachers to the same. They are to follow chain of command when help is needed or problems arise.

General:

13. Help provide and maintain a spiritual ministry throughout the program for the purpose of outreach and evangelism to children and families within our community.
14. Supervise and be accountable for all MMO staffing, budgeting and program resources, while working closely with the MMO committee.
15. Maintain all children's applications, receipt books, reports and any other paperwork pertinent to operation of the program in the Director's office and ensure they are secured as appropriate. This includes the collection of all tuition money and turning those in to the PGBC treasurer.
16. Maintain an office center for materials, supplies and equipment and lead the creative use and proactive upkeep of MMO facilities and grounds.
17. Order and maintain child care supplies, snacks and craft supplies as needed.
18. Develop and maintain, with the MMO Committee, an annual budget for the preschool ensuring needs are met.
19. Determine with the MMO Committee what qualifications and salaries for the employees of the program will be.
20. Assist the MMO Committee and staff in public relations with PGBC, parents and community to inform, involve and educate them about the program.
21. Attend meetings with the MMO Committee, church council and the Senior Pastor when requested, submitting monthly reports at the required meetings.
22. Coordinate the MMO program with other church activities and with the Preschool and Children's Ministry.
23. Assist in the planning and implementing of an annual Open House, Christmas Program, Graduation Ceremony and other special events.
24. Conduct or coordinate monthly fire drills and playground inspections.

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Employee Signature

Date

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Personnel Committee Signature

Date