

FIRST UNITED METHODIST CHURCH – TEXAS CITY, TEXAS JOB DESCRIPTION – DIRECTOR MOTHER’S DAY OUT

Education and Experience Requirements

Shall have a minimum of 6 credit college education hours from an accredited college or university in early childhood development, elementary education, or a related field; a minimum of 1 year of related experience in the care and instruction of young children in a church or licensed care facility; be certified in Infant and Child First Aid / CPR.

Work Hours

This is a part-time position requiring 24 hours per week. Tuesday and Thursdays 8 am to 3 pm, and such additional hours as necessary to prepare lessons, materials and account for operations, and attendance to required meetings.

Vacation, Holidays, Sick days, Personal days

This is a part-time position; vacation, days off, sick days and holidays are per the church’s current personnel policy.

Line of Accountability

MDO is an outreach program of FUMC Texas City the Director reports to the senior pastor.

Primary Responsibilities

*To direct the FUMC Mother’s Day Out program in a manner exemplifying the highest Christian standards.

*Interview, hire, and direct and evaluate teaching staff in a manner keeping with Safe Sanctuary ** guidelines and church policies and procedures. (** This is a security sensitive position and as a condition of employment the applicant gives permission to have references checked and a criminal background screening completed by the proper authority.)

*Supervise staff in their development and performance.

*Observe all teaching staff on a regular basis and conduct annual performance reviews based on program objectives under Safe Sanctuary policy and guidelines and church policies and procedures.

*Communicate and reinforce development goals of program with staff.

- *Shall supervise and direct lesson plans and materials for MDO activities.
- *Conduct monthly staff meetings.
- *Keep accurate and complete staff files according to Safe Sanctuary guidelines and church policies and procedures.
- *Shall conduct marketing activities for the program.
- *Shall coordinate and oversee registration of children.
- *Shall meet with prospective parents and arrange for tour of facility, classroom visits, and provide program information to parents.
- *Shall collect all monthly and annual MDO fees including tuition and registration.
- *Shall be responsible for purchasing or ordering materials and supplies for the program.
- *Shall provide records, receipts, and information to account for program receipts and expenditures, as well as prepare a monthly financial statement to present to church secretary.
- *Responsible for working with the MDO Board (Ministry Team) in preparing and submitting an annual budget to the Finance committee for approval. Shall operate the program within that budget.
- *Shall coordinate activities and volunteers for major school events.
- *Shall work to ensure a cooperative relationship with the Church and other individuals and groups that share the facility.

Chair, Staff/Parish Relations Committee

Date

I acknowledge that I have read and understand this job description.

Signature

Date

First United Methodist Church is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, religion, handicap or veteran status.