

Job Description:
Mother's Morning Out Director
Summerville Presbyterian Church
Classification: Part-Time, Salaried (25 hours a week)

Ministry Goal: SPC's Mother's Morning Out is designed to provide a learn-by-play setting for children ages 6 weeks through 4 years old. Children are in age-specific classes, two or four days a week for three hours a day, (9am-12pm), with an option for an hour-long lunch bunch (until 1 pm). Classes will follow an age-appropriate "learn by play" method that will be based on weekly themes. There will be age-appropriate free playtime in the gym, or the outdoor courtyard or playground. Music, art, field trips and other special events are regularly offered. The MMO Program is a ministry of Summerville Presbyterian Church, and as such, will include faith components such as Bible stories and weekly chapel.

Position Purpose: The MMOD is responsible for setting the vision and direction of the ministry, sharing the love of Jesus with the children, families, and staff. Provide leadership to staff, interact with parents, and promote the ministry in the community and the church.

Relationships: The MMOD is supervised by the Head of Staff, reports to the MMO ministry team, and supervises the MMO staff (Assistant to the Director, Teachers, and Teacher's Assistants).

Skills and Qualifications:

- **Childcare Experience:** Ability to manage groups of children, understand childhood development, and establish classroom structure.
- **Business Management:** Competence in running all aspects of the MMO Program, including purchasing supplies, maintaining schedules, operating within a budget and basic computer skills
- **First Aid Knowledge:** Up-to-date knowledge of child safety requirements and first aid protocol.
- **Communication Skills:** Excellent ability to communicate effectively with parents/guardians, staff, SPC members and the community.
- **Leadership Skills:** Ability to motivate staff, resolve conflicts, and maintain confidentiality.

Duties and Responsibilities:

Ministry Partnership:

- Find creative ways to build relationships between students, parents, teachers, and the SPC community.
- Work with SPC staff to market the MMO Program to the community.
- Abide by SPC policies and provide training to MMO staff.
- Establish annual goals and meet with Head of Staff on a regular basis to discuss goals and progress for this ministry.

Program Development and Management

- Coordination of weekly/monthly themes and disseminate to staff.
- Make necessary updates to MMO Personnel Policies and Procedures, Parent Handbook and submit to ministry team for approval.
- While the MMO program is not licensed, be guided by licensing standards for safety and cleanliness procedures.

Staff Oversight and Development

- **Staff Recruitment:** Recruit and train staff, ensuring all background checks and certifications are completed. (Interviewing and hiring will take place in partnership with the Head of Staff, and a member of the MMO ministry team).
- **Oversee Staff:** Direct, oversee, and evaluate all MMO staff. Maintain all necessary employment records.

Parent and Community Engagement

- **Meet & Greet Parents/Guardians:** Welcome parents/guardians and children at the beginning and end of each day to ensure security and foster a welcoming environment.
- **Parent/Teacher Meetings:** Meet as needed with parents/guardians and teachers to discuss children's progress and address any concerns.
- **Communication:** Communicate regularly with parents/guardians through monthly newsletters, Class Dojo app, social media, brochures, open houses etc.

Administrative and Financial Management

- Manage enrollment, tuition collection, and teacher/student classroom ratios.
- Ensure operating budget compliance, tabulate and submit semi-monthly payroll.
- Authorize all purchases for the program and manage distribution of all supplies.
- Provide Director's report and attend ministry team meetings.
- Provide financial reports to treasurer of the ministry team as needed

Compensation and Benefits:

The MMO Director's compensation is based on experience. This part-time, year-round position (average 25 hours per week) requires on-site presence Monday – Thursday from 8:00 a.m. to 2:00 p.m. on school operating days. (Expected hours are intended as a general range of time spent performing functions in a typical week during the school year. There will be occasions and special events where additional time may be needed).

Paid-Time Off: The MMOD is entitled to 15 days of paid-time off annually.

Requirements:

Education & Experience Requirements: A high school diploma or GED is required (Advanced degree in related field preferred). The MMO Director must maintain CPR and first aid certifications. Early childhood education and/or childcare experience is required.

Physical Requirements: The MMO Director must be able to communicate with others, move across campus, and perform physical tasks such as lift up to 30 pounds.

If interested, please email to summervillepres@gmail.com.