

CHILD CARE DIRECTOR

North Hills Christian Reformed Church is looking for an energetic, highly qualified, and enthusiastic Director to lead our faith-based Child Care Center serving over 80 children from infancy through age 6. The Director will be the key visionary in the implementation of policy, procedure, and development in the Center. The Director will serve as the face of North Hills Child Care Center to parents, staff, church staff, and committees. As such, the Director must embrace North Hills' vision to "Glorify, Gather, and Grow."

The Director will administer day-to-day operations and handle all responsibilities related to the management and administration of the Center. The Director will work in cooperation with the Board, Pastor, and Church Council to ensure that the Center is a successful and thriving place of care, providing families and children with a nurturing, Christ-centered environment for early childhood development.

KEY RESPONSIBILITIES:

- Maintain Center operations according to state licensing standards as well as health, safety, and fire regulations.
- Provide supervision to Center staff; encourage and promote their professional growth.
- Develop and maintain a Christ-centered curriculum throughout the program.
- Keep all records pertaining to Center operations.
- Operate the Center within budget.
- Follow Center Reimbursement Policy.
- Manage classroom schedules, equipment needs, and indoor/outdoor spaces.
- Provide ongoing avenues for parental involvement and communication.
- Implement policies and embrace other opportunities and assignments as delegated by the Child Care Board.

OTHER KEY COMPONENTS:

- Possess a exceptional organizational, managerial and administrative skills along with a background in early childhood education.
- Be involved and participate in the life and ministry of North Hills Church when required.
- May be required to lift up to 30 lbs.

QUALIFICATIONS:

- Associate degree or higher in early childhood education or child development or child-related field plus any additional work experience as required by state licensing.
- Meet state licensing requirements including: At least two semester hours or 3.0 CEUs in child care administration or possess an administrative credential approved by the state's Department of Health and Human Services. May also use 30 hours of administrative training from MiRegistry to fulfill these requirements.
- Ideally, experience as an assistant director, director, or administrator of an early childhood program.
- Be at least 21 years old.
- Have current CPR and first aid certification.

BENEFITS:

- Competitive salary
- Vacation and holidays
- Professional development opportunities
- Discounted child care

Application accepted until May 1, 2024. Email resume to NHCCC.Board@northhillscrc.org using the subject line: Child Care Director Application.