

Kids' Morning Out Director

Hackberry Creek Church

2000 Kinwest Parkway, Irving, Texas 75063

Hackberry Creek Church (HCC) is committed to sharing Jesus Christ with others and growing as his disciples. We are a community centered on the gospel of Jesus Christ, excited to share the good news of his love for his world.

Kids' Morning Out helps HCC achieve this mission. Providing a Christ-centered, safe, and nurturing environment for young children is one of the ways we serve young families in our community and share the love of Jesus. Kids' Morning Out will provide experiences that foster physical, social, and spiritual growth.

Position Summary

The Kids' Morning Out (KMO) Director will create this culture and ensure that each child and family experiences the kind of community God wants for everyone. The Director will oversee daily operations and administrations of our program. The KMO Director needs to have demonstrated experience in Early Childhood Development. The KMO Director's responsibilities include recruitment of and management of staff, classroom maintenance, marketing, communications and financial management. To be successful, candidates should possess excellent interpersonal and communication skills, as well as, should love children. They should uphold the vision of the KMO with joy and ensure this ministry upholds our mission as a church as well as the relevant standards of the state of Texas.

Position

Title: Kids' Morning Out Director

Hours of Employment: Part-time 15-20 hours per week

Work Schedule: Program runs 2 days a week plus administrative time as needed.

Exempt or Non-Exempt: Exempt

Compensation: \$20-25 per hour, commensurate with experience

Reports to: Sr. Pastor (Head of Staff)

Direct Supervisor of: Supervise KMO Staff

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY:

Oversee the operations of the Kids' Morning Out:

- **Weekly Work:** Plan and supervise the weekly operations of the KMO. Greet families as they arrive and create a warm, welcoming and comfortable environment. Families should feel confident leaving their children in our care. Coordinator should be ready to jump in and sub in a classroom as needed.
- **Communication:** plan annual calendar according to local schools and have it ready for parents and the church office prior to the start of the school year. Plan any additional activities or events as far in advance as possible, and after approval, submit date to church office and provide info for parents. Weekly or monthly correspondence with parents is expected and should remain consistent throughout the year.
- **Special Events** Work with the Children's Ministry Director to plan and coordinate two special events within the school year for KMO parents as a way of ministering to our families.
- **Lesson Plans:** Oversee age-appropriate activities/lessons for the children for each day. Lessons should have a Biblical element included. Encourage and empower teachers to help plan and implement the lessons.

- Select, train and recommend dismissal of KMO workers: Determine the number of workers needed based on the number of enrolled children. Work with the HCC KMO Ministry Team to determine qualified workers. Administer training for workers on the facilities, their duties, scheduling and the Child Safety Policy. Ensure all new workers are trained on the procedures and facilities prior to their first scheduled workday. Ensure each worker signs the Child Safety Policy, which is kept on file in the Church Office. Hold paid training and staff development yearly. Work closely with the KMO Ministry Team if a dismissal is required.
- Agree to the Child Safety Policy: Know the HCC Child Safety Policy. Ensure the workers are adhering to the policies.
- Managing the schedule for workers: Have enough people scheduled and on a backup/on-call list to guarantee there are enough workers for each morning. Be prepared to fill in when needed.
- Provide supervision and leadership to workers: Model to workers how to lovingly and effectively care for all of the children and how to effectively implement age-appropriate instruction at the same time. Also, must be willing to give verbal instruction and/or kind and respectful correction to workers when necessary.
- Manage operations of the KMO: Work within specified budget to order or purchase supplies needed. Responsible for maintaining cleanliness standards and laundering linens as needed. Work with the Nursery Coordinator to ensure rooms are setup properly for Sunday. Proactively identify ways the KMO program can continually meet the needs of the church as it grows and changes, and work closely with HCC Children's Ministry Director.
- Payroll: Responsible for submitting hours for each employee to front office and arranging initial payroll setup for new hires.

Working Relationships

Must be congenial, pleasant, and helpful to all persons with whom contact is made throughout the course of the day. Such persons may include fellow staff members, church members or parents.

Qualifications

- Must be a professing Christian
- Must demonstrate love and concern for children
- Have experience caring for children
- Must be at least 21 years of age
- Bachelor's degree preferred
- Complete and maintain CPR training – turn in copy of card to HCC Administrator
- Demonstrate ability to schedule personnel and delegate duties
- Demonstrate strong communication skills
- Have excellent teamwork skills
- Have experience with hiring, training new staff
- Demonstrate a functional use of technology
- Complete application for position and background check

Confidentiality

Must be trusted to maintain strict confidentiality related to personal information obtained in the course of all job duties.

To Apply

Please submit coverletter and resume to Debbie Watson: office@hackberrycreekchurch.com