



Application for First Christian Church Mother's Day Out Director

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Submit resume with at least 2 non-related references by February 1, 2024 to Shana Bench – Church Administrator - shanabench@coxinet.net

First Christian Church Mother's Day Out (MDO) Director

The MDO Director is responsible for overseeing the MDO facility and program to ensure that children have a safe and fun environment to learn and socialize with others. The MDO Director understands that all students enter at different maturity levels and grace is extended as students learn and grow in a classroom setting. The MDO Director will set this example and foster that attitude within the MDO staff. The Mother's Day Out program is an outreach ministry of First Christian Church. The MDO Director reports to the Church Administrator and Pastor. The Director is a part of the First Christian Church staff, Board, and Christian Education Team and should attend meetings as such. The MDO Director's duties include hiring qualified childcare staff, setting budgets for toys, snacks, field trips, and supplies, and proactively communicating with parents/guardians to accommodate their child's needs.

Mother's Day Out (MDO) Director Skills and Qualifications

- **Previous Childcare Experience:** Since the MDO Director is responsible for hiring teaching staff, they need to know how to handle a group of children, understand childhood development, and have the know-how to establish classroom structure.
- **Business management:** The MDO Director runs all aspects of the childcare facility including purchasing supplies, maintaining class lists and schedules, preparing an annual calendar (including summer program for older kids), and working within a budget.
- **First aid:** The MDO Director must have a working knowledge of child safety requirements and be up-to-date on first aid protocol.
- **Excellent communication skills:** As the face of the program, the MDO Director must be an excellent communicator, being able to confidently take prospective parents/guardians on a tour, write emails and social media posts, and conduct staff meetings as needed.

- **Good crisis management:** The MDO Director must have strong crisis management abilities, being able to remain cool and composed in a crisis.
- **Leadership skills:** The MDO Director's job is to keep staff motivated and resolve conflicts, which requires good leadership skills. The Director must be able to maintain confidentiality in all situations.

Mother's Day Out Director Duties and Responsibilities

- **Develop a curriculum and program:** The MDO Director works closely with the program's teachers, creating Bible-based learning plans or programs to meet parent's expectations and the goals of First Christian Church Children's Ministry. The Director should work with the Children's Ministry staff of First Christian Church to engage families in ministry opportunities.
- **Oversee staff:** Staff management is one of the most important tasks of the MDO Director. They must interview, hire, and train staff, making sure that all background checks have been conducted before the staff works with children. Trainings should include CPR and first aid. Proper praise and recognition should be offered to the staff as needed. The Director must maintain a working list of substitute teachers, who must also complete and pass a background check before working. Any MDO Staff who are asked to drive a church or personal vehicle for MDO purposes must also pass the driver's background check and provide a copy of their driver's license and insurance verification.
- **Manage facilities:** The MDO Director must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards, and ensuring the facility is always clean and orderly. All toys and kitchen items must be put away at the end of every MDO day and all lights must be turned off. Laundry must be done weekly. The playground gate should be secured and equipment regularly checked for any maintenance needs.
- **Create a budget:** The MDO Director works with the Church Administrator regarding finances. This includes creating and working within a budget, staff evaluations and raises, and tuition increases as necessary.
- **Prepare Handbooks:** The MDO Director should prepare and provide employee and parent handbooks regarding the policies and procedures of the program. These handbooks must coincide with the church's *Protection Policy for Children, Youth and Vulnerable Adults*.

- **Market the program:** The MDO Director must have a marketing plan to promote awareness of the program and its services, as well as promotional materials and plans for hiring teachers and substitutes.
- **Meet & Greet Parents/guardians:** The MDO Director should be at the West entrance to greet parents/guardians and children for the first 30 minutes of each day, as well as during pick-up time. This entrance is unlocked during this time and the Director's presence ensures the security of the building, as well as providing parents/guardians and children with a warm, welcoming face at the beginning and ending of each day.
- **Meeting with parents/guardians and teachers:** The MDO Director must be willing to meet with parents/guardians and teachers to keep parents/guardians up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues. It is not the MDO Director's responsibility to diagnose any medical/behavioral issues, rather they should bring it to the attention of the parent/guardians.
- **Orient MDO staff to emergency procedures:** Quarterly fire and tornado drills should take place at the discretion of the MDO Director. A log of these drills should be maintained by the Director for insurance purposes. Procedures should be posted in the classroom.
- **Dismissal procedures:** The MDO Director will train teachers in proper dismissal procedures. A list of adults allowed to pick up each student should be kept in the classroom, as well as in the MDO Director's office.
- **Regular MDO Staff Meetings:** The MDO Director should hold regular staff meetings (at minimum before each session – fall, spring, and summer) to review the program policies and prepare for upcoming events and special days.
- **Maintain records of the program:** The MDO Director is responsible for maintaining Information Sheets on all children. Special needs and allergies should be posted in the student's classroom while maintaining confidentiality as much as possible. The class rosters and waitlist should be kept by the Director and shared with the Church Administrator. Those on the waitlist should be notified periodically of their progress.
- **Use of personal cell phone and vehicle:** The MDO Director may give out his/her personal cell phone information to communicate with staff and parents/guardians. In addition, the Director should plan to use his/her personal vehicle when purchasing supplies if the Church van is

unavailable. These choices are at the discretion of the Director and reimbursement will not be made for personal cell & vehicle use.

Mother's Day Out Director Salary Expectations

The MDO Director's compensation will be based on experience. This is a part-time position (20-24 hours/week). The MDO Director must be on-site Tuesdays & Thursdays 8 a.m. – 3 p.m. (or when the last child is picked up and all Director duties are taken care of for the day). The remaining 6-10 hours/week should be used to purchase supplies, do MDO program laundry, return phone calls/emails, update the waitlist, and prepare for the next MDO session.

Mother's Day Out Director Paid Time Off

The MDO Director's compensation package includes 2 paid days of vacation/sick leave that fall on a Tuesday or Thursday. The MDO Director receives 20 additional hours of vacation/sick/personal leave. Time off must be approved by the Church Administrator and/or Pastor.

Mother's Day Out Director Education and Training Requirements

The MDO Director must have a high school diploma or GED (at minimum). In addition, the MDO Director must maintain CPR and first aid certifications.

Mother's Day Out Director Experience Requirements

Early childhood education and/or childcare experience is required.

Physical Requirements

The MDO Direction must be able to do the following: Talking, walking, climbing stairs, use of short ladder or stepstool, bending, stooping, lifting (up to 20 lbs), and reaching.