



MERCER CREEK CHURCH

JOB DESCRIPTION

Position: Childcare Director

Status: Salary - Exempt

Department: Childcare Center

Wage Range: \$

Reports To: Central Services Director

Summary

The Childcare Director is responsible for overseeing all of Mercer Creek Childcare programs focusing curriculum development, staff and leadership development, overseeing facility operations, along with growing authentic Christian community for current and prospective families.

Essential Functions

1. Ensure that children receive the highest quality care available. Maintain care and education standards that meet or exceed all Department of Early Learning and other state guidelines. Manage process for ongoing certification and compliance with licensing to include Early Achievers.
2. Foster a culture of growing authentic Christian community of our Childcare centers. Lead efforts in recruiting, hiring, supervising and motivating all staff.
3. Manage relationships and communication with current and prospective families.
4. Develop annual budget with the Central Services Director and ensure the Childcare center operates efficiently within set budget.
5. Collaborate with Central Services to ensure strong administrative infrastructure (HR, IT, Finance and Compliance) that supports current operations and positions MCC Childcare for future growth.
6. Collaborate effectively with all ministries of Mercer Creek Church, actively participate with staff events.

Requirements

- Models the lifestyle of a fully engaged follower of Jesus Christ.
- Owns and lives out the core values of Mercer Creek Church
- Experience handling sensitive issues with confidentiality and trust
- Proven experience developing and leading staff.
- Have knowledge of child development evidenced by education, professional references, or on-the-job performance.
- Have either a bachelor's degree in Early Childhood or equivalent
- Minimum two years' experience with the ages of the center
- Meet annual STARS training requirements
- Exercise mandated reporting responsibilities to CPS as needed
- Display a teachable spirit, function as a team player and maintain a "can do" attitude