Director of Clubhouse Central
Central UMC

Requirements: This person must profess a personal faith in Jesus Christ, exhibit genuine Christ-like character and commitment and passion for children and families. In addition this person:

- must have 3-5 years experience in working with preschool leadership
- a college degree
- possess or attain appropriate state certificates
- good communication and organizational skills
- basic knowledge of church organization
- experience in conducting an after school program, and
- shall complete a criminal background check

Objective: To lead this Christian ministry which enables each child to grow and develop intellectually, socially, emotionally, and spiritually in a loving Christian environment.

Responsibilities and Roles: (Full-Time)
1. Responsible for the organization and operation of both the after school and preschool programs of Clubhouse Central.
2. Develop a positive relationship with parents, children, Clubhouse staff and church.
3. Ensuring that all activities and programming are in compliance with Department of Human Services (DHS) licensing guidelines for safety and quality child care.
4. Ensures appropriate curriculum materials are available and used for early childhood education as well as for the spiritual development of enrolled children.
5. Hires, trains, schedules, supports, and evaluates employees for Clubhouse Central.
6. All program planning and implementation
7. Develop and implements and annual budget for Clubhouse Central
8. Maintaining grant compliance along with actively seeking new grants
9. Provides supplies, resources, and equipment for all programs.
10. Work with Clubhouse Central Advisory Board

Expectations

1. Exude professionalism and a pursuit of excellence
2. Be a bridge ministry to the church
3. Maintain full enrollment and wait list.
4. Operate with the established annual budget
5 Continue to improve the classroom areas
6. Attend church staff meetings when possible

Reports to: Lead Pastor