

JOB DESCRIPTION
PROGRAM DIRECTOR

Ministry Goal: To create ministries to connect children and their families to Jesus Christ, so that their lives bear fruit.

Qualifications: Master's degree preferred in Child Development or Early Childhood Education or related field. Must have experience in working with groups of preschool children and ministry experience through the local church. Able to supervise staff of varying backgrounds and experience levels. Able to create a sense of community among staff, children, families, and church. Sensitive to the needs of children and what constitutes a sound Christian program for young children. Capacity to actively seek and take advantage of opportunities for professional and programmatic development.

Responsibilities: Responsibilities will include but not be limited to:

1. The Director of Vine Church Pre-school will connect pre-school families to Vine Church. This may be accomplished through working with the Director of Generational Ministries planning events that connect preschool and church ministries, also the director will regularly communicate and promote events to families.
2. It is highly preferred that the Director attend Vine Church and be a visible presence on Sunday so that pre-school families make the connection that the pre-school is a ministry of Vine Church.
3. Attend weekly Dunn Loring Staff meetings and monthly meeting with the Director of Generational Ministries.
4. Maintain a healthy and safe atmosphere for children.
5. Prepare and maintain a budget, which includes personnel, equipment, supplies, and training.
6. Develop and execute an on-going program of activities which contributes to the care, growth and development of the children at the center and of each child as an individual.
7. Select and orient personnel to work at the center in conjunction with the overall vision and mission of Vine Church, and hire necessary replacements when vacancies occur.
8. Provide or make available regular in-service training for staff members to support licensing requirements.
9. Direct and guide personnel as to teaching abilities and individual working habits. (Regularly scheduled monthly staff meetings are recommended.)
10. Make written evaluations of staff members once a year and discuss individually with each employee.
11. Work with parents and children to develop effective relationships (including but not limited to home visits, parent-teacher conferences, and periodic parent workshops)
12. Maintain knowledge and certification in First Aid and Infant / Toddler CPR, PMAT, and Daily Health Observations.
13. Supervise general condition and upkeep of the building and grounds that are utilized by the Preschool.

14. Maintain a system of personnel and student records (in accordance with the State child day center licensing procedures) for financial and statistical purposes.
15. Evaluate facilities, resources, teaching and support personnel, and make recommendations or decisions about promotions, salaries, and dismissals.
16. Work with the Dunn Loring / Fairfax community to establish a relationship, which will aid in the successful implementation of goals and objectives for the center (i.e. Fire & Rescue, Child Find, CPS, etc.).
17. Work with parents including:
 - a. Interviewing each parent who enrolls a child in the center.
 - b. Being available for telephone or personal parent conferences when necessary.
 - c. Planning and attending parent meetings. Working with the teachers to devise a progress report on each child to be given to the parents twice a year.
 - d. Editing and distributing a regular newsletter, electronic or otherwise (quarterly, bi-monthly, etc.), of activities at the center to parents and administration.
18. Develop snack menus and maintain standards of food service in accordance with the health department. Shop for weekly snack ingredients. Coordinate refrigerator and storage needs with the church hospitality team.
19. Work with preschool treasurer to prepare monthly tuition statements and pay bills in a timely manner.
20. Attend seminars and/or conferences in order to keep up to date on developments in the child development field and to aid in in-service training.
21. Serve as a mentor and model to the staff on professional conduct, including confidentiality, best practice, and quality service to children and families.
22. Ensure the care, protection, and guidance of preschool age children; to teach students through a variety of age and stage appropriate activities.

Future Ministries

- Develop afternoon classes and programs

Salary Range: \$25,000 without teaching class / \$33,000 with teaching class / *negotiable*
(additional \$3000-\$5000 for July Summer Camps - *optional*)

Hours: This position requires 20 to 25 hours per week without teaching a class and /or 25 to 30 hours with teaching a class. 10 months / per year

Supervision: The Preschool Program Director will be supervised by Director of Generational Ministries.

Resumes may be sent to: Rev. Melissa Dunlap, Executive Director melissadunlap@thevineva.org