

Job Posting: Director of Child Development Center

Location: St. Luke's United Methodist Church, Orlando, FL

Position Type: Full-Time (40+ hours per week)

FLSA Status: Professional, Exempt

Reports to: Executive Director of Administration

**Primary Job Description:**

St. Luke's United Methodist Church is seeking a dedicated and experienced Director for our Child Development Center (CDC). The Director will work closely with the Executive Director of Administration and the CDC Leadership Team to nurture the spiritual and educational growth of preschool children. This position involves providing leadership, strategic direction, and support to the CDC Leadership Team and its ministry teams, with a focus on transitioning to full-time programming to better serve our community.

**Essential Duties:**

- Ministry Development: Facilitate the creation of a lay-powered ministry that aligns with the church's core beliefs, vision, and mission.
- Program Expansion: Design and implement strategies to transition the CDC to full-time coverage.
- Policy Management: Maintain and update the CDC Policies and Procedures Handbook in compliance with state regulations.
- Regulatory Compliance: Ensure adherence to state and local regulations; address any concerns promptly.
- Collaboration: Work with ministry area directors to promote a cohesive ministry approach.
- Parent Communication: Effectively communicate with parents about facility activities, policies, and enrollment.
- Staff Guidance: Support teaching staff in addressing children's behavioral or learning challenges.
- Health Coordination: Manage medical attention for ill or injured children according to parental instructions.
- Nutritional Oversight: Oversee menu planning, food purchases, and compliance with nutritional guidelines.
- Staff Training: Facilitate in-service training and continuing education for staff.
- Resource Management: Manage the purchase, distribution, and use of instructional supplies.
- Event Coordination: Organize classroom setup for CDC use and plan activities to encourage congregational participation.
- Safety Practices: Promote Safe Sanctuary practices and ensure compliance.
- Budget Management: Analyze financial data to determine budget priorities; manage the approved budget.
- Emergency Preparedness: Conduct monthly fire drills and inspections.

- Confidentiality: Maintain confidentiality of operational and staff information.
- Meeting Participation: Attend required meetings and collaborate with church committees.

**Interpersonal Skills:**

- Professionalism: Display emotional intelligence and conflict resolution skills.
- Teamwork: Work independently and collaboratively within a team environment.
- Adaptability: Adjust to changing circumstances while maintaining punctuality and attendance.

**Supervisory Responsibilities:**

- Leadership: Lead and support a lay-powered ministry team.
- Staff Management: Recruit, interview, hire, train, schedule, and support staff, teachers, and volunteers.
- Performance Evaluation: Conduct performance appraisals and set development goals.
- Personnel Coordination: Collaborate on hiring, compensation, and benefits.
- Staff Supervision: Provide leadership, guidance, and performance assessments.

**Education and Experience:**

- Bachelor's Degree: Required in a relevant field.
- Experience: Minimum of three years in a leadership role within a full-day child development facility.
- Preferred Qualification: Degree or certification in Christian Education.

**Certificates, Licenses, Registrations:**

- VPK Director's Credentials
- VPK Emergent Literacy Requirement Certification
- VPK FAST Training Course Completion
- CPR and First Aid Certifications
- 45-hour training program through the Department of Children and Families (DCF)

**Computer Skills:**

- Proficiency in using computers, including software applications and the Microsoft Office suite.

**Salary Range:**

- \$60,000 - \$70,000 based on education and experience.

**About St. Luke's United Methodist Church:**

St. Luke's UMC is a vibrant, progressive, and affirming community committed to awakening disciples to reveal the Kingdom and revealing the Kingdom to awaken disciples. Our vision is to reach as many people as possible in Central Florida, introducing them to eternal life in Jesus Christ. Guided by our core values centered on the love of Jesus Christ, we embrace acceptance, hospitality, community, discipleship, and service. We offer

diverse worship experiences, facilitate connections through Connect Groups and classes, extend support through Care Ministries, and provide opportunities for spiritual growth and service.

If you are passionate about early childhood education and ministry, and are ready to lead a dynamic team, we invite you to apply.

To Apply: Please submit your resume and cover letter to [scooter@st.lukes.org](mailto:scooter@st.lukes.org).

St. Luke's UMC is an equal opportunity employer and encourages applications from all qualified individuals.