



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Child Development Center School Age Program Director

Employer Information

Job Department: Child Development Center Staff

Reports to: Lead Program Director

FLSA Status: Non-Exempt hourly

Schedule: Full-time – 40 hours weekly

Purpose:

To ensure the health, safety, and quality of care for all children in Timberlake's Child Development Center. To work with the Lead Program Director and other program directors to ensure successful operational management, including program development, staff and facilities management, and long-range planning for the success of The Child Development Center at Timberlake United Methodist Church.

Completing administrative duties as needed, including managing the supplies needed including snacks, assisting staff and families with checking in/out, answering phone calls, recruiting and coordinating volunteers, planning and executing activities that are engaging and age appropriate, partner with Lead Program Director in the interviewing and onboarding process for new employees.

Essential Functions Statement:

Reasonable Accommodations Statement: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Arrive on-time, prepared for work.
- Organize and inventory the supplies needed weekly and monthly. Purchasing supplies, materials, and equipment with proper approval
- Administrative duties as needed.
- Assist Lead Program Director with interviewing and onboarding new employees.
- Answer phone calls and return phone calls within 24 hrs.
- Recruit and coordinate volunteers to support volunteer opportunities across the CDC.
- Plan, prepare and participate in special programs and events throughout the calendar year that create special memories for the staff, students, and families.
- Assist staff in CDC classrooms as needed.
- Exhibit and promote a happy, peaceful work environment. Establish and maintain positive rapport with parents, staff and church members while maintaining confidentiality.
- Exhibit a positive attitude toward new ideas.
- Promote team spirit and Christian love while providing customer service.
- Professionally represent and promote Timberlake UM Church programs to community, parents, church and other childcare centers.
- Maintaining up-to-date forms, brochures, and handbooks for student files
- Daily observation of students and related feedback to parents.
- Work as a member of a team and encourage teamwork among staff.
- Effectively communicate plans, activities, goals and changes to staff.

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- Proactively communicate and resolve conflicts/concerns amongst staff, or families in Christian love.
- Ensure that active supervision requirements and staff ratios are met or exceeded at all times.
- Assist with scheduling of staff that will maximize labor cost and meet ratio requirements.
- Actively seek a minimum of 12 hours of related training annually.
- Schedule tours and obtain proper paperwork and payments for future enrollments.
- Other duties as assigned.

Education:

- Graduate degree in a child-related field + 6 months of programmatic experience OR
- Endorsement or bachelor's degree in a child-related field + 1 year of programmatic experience, **OR**
- 48 semester hours or 72 quarter hours of college credit of which 12 semester hours or 18 quarter hours are in child-related subjects + 1 year programmatic experience OR
- Minimum 2 years programmatic experience with one year in a staff supervisory capacity and at least one of the following:
 - One yr early childhood certificate with at least 30 semester hours
 - CDA program that requires high school completion or equivalent, 480 hours working with children, determination of competencies, 120 clock hours of child-related training taught by one with expertise in early childhood education and with documentation of master and competence, observation of the student's application of competence in classroom, combination of 6 yrs child-related education or programmatic experience, AND 12 semester hours or 180 clock hours in a child-related field, credential or equivalent and 2 yrs programmatic experience with one year in a staff supervisory capacity
 - Certification of qualification from an internationally or nationally recognized Montessori organization; **OR**
- 3 yrs programmatic experience including 1 yr in a staff supervisory capacity and fulfilled a high school program completion or the equivalent. Programmatic experience shall be obtained in a child day center that offers a staff training program, documented minimum 120 hrs training during 3 yr period
- CPR/First Aid and MAT Trained, preferred
- Christian faith in line with the United Methodist Church, with a heart for the church's vision of ministry.

Skills and Qualities:

- **Experienced with child care and licensing**
- **Educated in the principles of child care/early childhood education and child development**
- **Management of Personnel Resources** – Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management** – Managing one's own time and the time of others.
- **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- **Speaking** – talking to others to convey information effectively.

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- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.
- **Approachable, friendly**
- **Receptive to direction**
- **Proactive not reactive**
- **Outgoing**
- **Organized~ space and time**
- **Motivated**
- **Quick-thinking and decisive**
- **Confident**

Work Context

Physical Requirements

- Able to sit on the floor, kneel, bend, squat
- Able to lift 25 lbs. or more
- Able and willing clean up body fluids
- Spend time making repetitive motions
- Spend time using your hands to handle, control, or feel object, tools, or controls
- Spend time walking

Work Setting

- Indoors, Environmentally Controlled

I have read the job description and agree that I am capable of performing all of the essential job duties of this position with or without reasonable accommodation. I agree to comply with these expectations and understand that my performance appraisal will be completed with all of these expectations considered.

Employee Signature: _____

Date: _____

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