

## **Bright Beginnings Daycare Director**

This position is that of Director of the Bright Beginnings Daycare Ministry of the Bloomfield First Baptist Church.

The Director is accountable to the Bright Beginnings Board (BBB). Incumbent is responsible for the overall operation, management and daily needs of the Ministry, as well as functions as a teacher/childcare worker for the children. This is a salary position.

### **A. Duties (Staff)**

1. Responsible for all personnel actions of the Daycare Ministry, including hiring which is done in conjunction with the BBB, promotions, performance, discipline and terminations.
2. Orients, trains and evaluates staff.
3. Oversees staff training and record keeping per regulations.
4. Oversees the planning, development and implementation of all programs, including devotions for the children.
5. Directs childcare staff in the planning, execution and evaluation of programs and activities appropriate for the various age groups accommodated by the Ministry.
6. Advise staff of appropriate action with respect to unusual or special childcare issues.
7. Ensures that the personal standard of care, given to each child and the general atmosphere of the Ministry, is appropriate and positive.
8. Plans and conducts staff meetings as needed.
9. Provides a staff handbook.

### **Duties (Parents)**

10. Maintains positive relation with parents of children entrusted to the Ministry.
11. Acts as liaison between parent and the BBB.
12. Provides handbook for parents to become familiar with the policies and procedures of Bright Beginnings. Conducts parent orientation for new enrollees, including tour of Facility and review of parents' handbook.

### **Duties (Facility)**

13. Oversees and maintains the areas used by Bright Beginnings Daycare per FSSA Guidelines.
14. Determines supplies, equipment, furniture, and misc. requirements.
15. Provides a safe environment for the children.
16. Ensures the internal safety procedures, practices and training are adequate.
17. Communicates with the BBB and FBC trustees regarding maintenance needs as necessary.

18. Works with local, regional and state organizations who are involved in childcare.
19. Meets with BBB on a regular basis to report the status of the Ministry. Provides a monthly article/report for the church newsletter, quarterly report for the Church Congregational Meeting and a year-end annual report for the Church.
20. Reviews/edits content of Daycare Newsletter to parents/guardians of the children.
21. Responsible for proper distribution of all childrens' medication.
22. Other duties as required.

**B. Qualifications.**

1. Must be at least 21 years of age.
2. Must be a high school graduate.
3. Must have an Associate Degree in Early Childcare Administration, Early Childhood Development or degree in a similar field. If no degree, must possess a combination of experience and education that demonstrates skills and ability to perform the duties of this position. If no degree, must be willing to obtain CDA.
4. Must be a Christian who actively lives their faith.
5. Must love children and be able to relate to them.
6. Must be able to perform the physical aspects of a job as a teacher/childcare worker.
7. Must be able to relate to adults on all levels of the socioeconomic structure of the Community.
8. Must possess adequate writing skills.

**C. Requirements.**

- CPR and Universal Precautions Training
- Initial Drug Test (will be random tests throughout employment)
- TB Test
- Police Background Check
- Finger Printing