

DIRECTOR

*Tabernacle Child Care Center, Richmond, VA
(Full-Time role - 40 hours/week)*

The Tabernacle Child Care Center (TCCC), a ministry of Tabernacle Baptist Church, provides care, nurture, and spiritual formation to infants/children through pre-kindergarten from throughout the Richmond metropolitan area. We seek a Director for the overall management of the Center's programs and operations including facilitating, planning, and coordinating the children's care, early childhood development, and other play/activities. Consistent with the Church's administrative structure and support, the Director exercises proactive judgment and decision-making for operating policies and procedures, budgeting, and staff recruiting and supervision. The Director operates the Center in conformance with institutional regulations and all applicable licensing provisions.

About our Child Care Center

Our Center and Church are located in the heart of Richmond, Virginia's historic Fan District. Our Church is a diverse, multicultural faith community with an open and friendly spirit. One of the strongest qualities of our childcare program centers on religious diversity. We welcome children from multiple religious traditions with open arms. It is our hope that our Center will help each child to experience the love of God through our actions and words alike. The Director is an employee of The Tabernacle Baptist Church but is not required to be a member of this local congregation. However, it is important that the Director has a deep commitment to God and has an active role in a local congregation.

Job Description:

The TCCC Director, with Assistant Director and staff, creates and maintains a safe and nurturing full-time, week-day child care setting where children and their families experience age-appropriate care, developmental activities and play, and the love of God. The Director is an experienced leader, excellent communicator, and team builder who gives appropriate priority and attention to all aspects of administering a successful nonprofit child care center within a church-based facility, inviting partnership among Center parents and staff and Church members and local community. The Director has a passion and responsibility for the development of all Center children and staff, believing that each one crossing our threshold is being equipped for important future calling and purpose. In addition to being on Church staff, the Director is advised, supported by, and accountable to the TCCC Ministry and Administrative Committees, comprised of Church members and Center parents.

Essential Job Functions/Expectations:

1. Child Care Programs/Child Development Activities

- Directs and assists staff in all aspects of age-appropriate care, curriculum, and activities, including off-site opportunities and special events.
- Maintains strong communication with parents, staff, church and congregation, ensuring that successes are celebrated and any problems encountered are promptly addressed and resolved.
- Coordinates weekly faith-based activities with each classroom in addition to fostering an ongoing setting of Godly love, kindness, and compassion for one another
- Maintains recordkeeping for child waiting lists, registration, enrollment, and child development.

2. Recruitment/Personnel Management

- Oversees all personnel activities including staff hiring, supervision, training, development, and performance evaluations.
- Ensures that TCCC and staff conform to federal, state, and local rules, regulations and licensing requirements, including requirements for staffing ratios.

3. Financial Oversight

- Manages annual and monthly budgeting, as well as periodic fundraisers
- Works with the Administrative Committee to review income and expense, statistical, and budget status reports to develop and maintain sound financial status of the program; develops cost estimates for future program needs.

4. Operations/Facilities Management

- Develops, updates, and implements Center operating policies and procedures covered in Parent and Personnel Handbooks and other communications, including setting and collecting tuition fees.
- Ensures medical attention for ill or injured children in accordance with parental instructions.
- Creates menu plans and guides food purchases for lunches and snacks.
- Ensures the Center's physical facilities comply with applicable local, state and federal safety and licensing requirements and are a safe and appropriate environment for children.
- Prepares reports to appropriate agencies to ensure the safety and well-being of all children under the Center's care.

5. Center-Church Partnership

- Participates in weekly Church staff meetings for purposes of coordination and keeping open lines of communication between childcare center and church
- Collaborates with church ministers and staff on activities and ministries of mutual interest, e.g. shared space, Vacation Bible School, and music programs

Qualifications and Experience:

1. Master's Degree (preferred) in Early Childhood Education or Child Development; related fields will be considered
2. Minimum 5 years of experience (or more preferred) in early childhood education or administering child care
3. Minimum 3 years of experience (or more preferred) in operations and / or personnel management (including supervision, hiring, setting expectations, providing feedback, and evaluating performance)
4. Certified in CPR and First Aid (or willing to obtain certification)
5. Proficiency with office systems, e.g. Microsoft Word and Excel, email and social media outlets
6. Experience working in / with financial and administrative processes and systems

Compensation:

Total compensation to be based on experience

How to APPLY:

Please **APPLY** by **EMAILING YOUR RESUME** (and any questions you have) to the address below. Include your FULL NAME in the subject line of the email--- No phone calls please! THANK YOU!

→ DirectorSearchTeam@tbcrichmond.org