



## MISSION STATEMENT

Beachmont Christian Ministries exist to proclaim the good news that Jesus Christ came into the world to give eternal life to all those who believe in Him.

**Position Title:** Child Care Manager

**Type:** Full Time Year-round Salary

**Base Hours:** 40 hours Monday - Friday

*\*Days and times may vary seasonally with the overall schedule of activities and needs.*

**Department:** Programs

**Reports To:** Program Director

**Start Date:** July 1, 2024

### Purpose of the Role

The Child Care Manager's role is to lead Beachmont's Child Care program in a manner that supports the mission of Beachmont Christian Ministries in a God-honoring, self-sacrificing way.

### Strategic Principles

Every staff member at Beachmont is expected to live out our 5 core values:

1. Christ-Centered (Hebrews 12:1-3)
  - Eyes fixed on Jesus and living by the Holy Spirit.
2. Mission-Minded (Matthew 28:16-20)
  - The Great Commission is our mission. Primary filter for all things and decisions.
3. People-Focused (Galatians 5:22-23 and Ephesians 2:3-5)
  - People and relationships mattered to Jesus - so they should matter to us.
4. Servant-Hearted (Philippians 2:1-8)
  - We have been called to serve others in Jesus' name and for the Kingdom.
5. Committed to Excellence (Colossians 3:23)
  - Having a first-fruits mindset. The Lord and others deserve our very best.

## Key Responsibilities

- Establish an atmosphere that allows for people to hear the good news of the Gospel of Jesus Christ.
  - Model Godly, professional, and appropriate behavior to students, parents, and staff.
  - Disciple students, volunteers, and staff in their walk with God.
- Establish and enforce the policies and procedures for the Child Care Program.
  - Support staff by giving clear guidance for managing children's behavior, by enforcing clear rules, and use a variety of positive behavior reinforcement strategies.
  - Maintain a safe learning environment including indoors and outdoors.
  - Lead and coordinate communication, inspections, and submittals to the State Office of Child Care.
- Direct supervision of Child Care paid staff and volunteers, to include:
  - Interviewing and hiring paid staff for the Child Care Program.
  - Manage and develop staff by regularly encouraging them, setting goals for growth, and addressing any issues regarding work performance including staff evaluations.
  - Lead "Training Week" for child care staff prior to the start of the school year.
  - Manage staff scheduling and leave of absence requests.
  - Manage teacher's continuing education hours & training per MD requirements.
  - Provide daily support for the Child Care Program and staff, including but not limited to: helping with classroom transitions, providing coverage when needed, helping during rest time when needed, actively engaging in Bible Stories/"Forest Theater" each day.
- Regularly communicate with supervisor, colleagues, staff, volunteers, guests, and parents.
  - Lead weekly child care meetings with teachers and admin staff.
  - Lead mandatory, every other month, meetings for all Child Care Staff for further training.
  - Meet weekly with the supervisor to discuss program development.
  - Schedule and provide child care tours for potential families.
- Plan and coordinate with other team members programmatic details including but not limited to:
  - Continuing to build a program that is Christ-centered, outdoor-focused, and play-based.
  - Creating, implementing, and coordinating with others the development of appropriate devotional materials for students and staff.
  - Establishing and implementing a curriculum and a variety of teaching strategies to promote learning that aligns with Beachmont's philosophy and mission.
  - Analyzing revenue and program cost data to determine budget priorities.
  - Coordinating and planning program events including open houses, the Christmas party, end of year celebration, Christmas parade, etc.
- Adhere to all Beachmont Christian Ministry policies, procedures, emergency action plans, and licensing requirements.
- Perform other work-related duties as assigned.
- Attend all assigned work shifts, meetings, and devotions in a punctual manner.

## Position Requirements

- Must be at least 21 years old.
- Bachelor's degree in teaching, recreation & parks, or other related fields.
  - Direct experience will be considered in lieu of degrees.
- Minimum three years of experience in working with youth such as teaching, camps, or child care.
- Christian ministry experience is preferred whether it be in paid and/or volunteer positions.
- Practicing follower of Christ who is passionate about growing in their faith.
- A passion for working with children and adults.
- Must have public speaking skills and ability to teach biblical truths to students and staff.
- Ability to manage multiple staff members.
- Ability to adhere to safety protocols, including all policies and procedures.
- Each staff member must complete a background check in order to be hired.
- Enjoy outdoor activities in all types of weather.
- Completed 3 hours of approved training in complying with the Americans with Disabilities Act.
- 45 Hour Director Pre-service Training Certification
- An associate's or higher degree in early childhood education or:
  - Completed 9 hours of preservice training in communicating with staff, parents, and the public or at least one academic college course for credit.
  - Have a minimum 3 years of experience working with preschoolers in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers.
  - 90 clock hours or equivalent approved preservice training.
- Complete 12 hours of approved continued training each year of employment.
  - Minimum of 6 hours in core knowledge.
  - Maximum 6 hours in elective training.

### **Preferred Software Knowledge:**

- Google Suite: Gmail, Drive, Sheets, etc.
- E-mail Communications
- Microsoft Word, Excel, etc
- Campbrain Registration Software
- Slick Text
- Survey Monkey