

**Aldersgate United Methodist Church**  
**Job Description**

**POSITION TITLE:** Director of Weekday Children's Ministry (WCM)

**DATE:** September 4, 2023

**SUPERVISED BY:** Church Administrator with additional oversight by the Aldersgate Children's Director

**PURPOSE:** Lead and manage all education and growth aspects of Aldersgate Weekday Children's Ministry and help children know Jesus and make Him known.

**PRIMARY DUTIES:**

- Administer the many facets of the WCM. This entails managing and overseeing associated programs per the guidelines of appropriate supervisors, oversight boards, and committees.
- Lead, supervises, and properly train assigned personnel. This includes teachers, as well as the administrative and support staffs.
- Assure all required licensing standards are met and administratively maintained in accordance with federal, state, and local authority directives. Work with Alabama Department of Human Resources (DHR) on oversight and inspection requirements.
- Plan and oversee important financial management matters. In addition to the budgeting process, this includes direct oversight of the payroll, as well as all balance transactions, to include accounts payable and accounts receivable.
- Establish plans and manage efforts to assure the proper involvement of parents and/or guardians. These actions focus on enhancing their awareness and ensuring a positive and effective channel of communications between them and the WCM staff. Working with the Children's Director, provide weekly updates on classroom activities to the WCM Facebook page. Develop a regular communication with parents via email, social media and other church communication channels on what children are learning and how they are developing.
- Meet with the WCM Board of Directors on a recurring basis. Assist and advise them in carrying out their stated functions and responsibilities. Provide annual reports to the Aldersgate SPRIC on WCM activities.
- Work with the Aldersgate Children's Director to develop and implement a suitable curriculum for a diversified group of young children including classroom schedules, shared space, and use of available resources.
- Aid teachers and other pertinent staff members in planning for a balanced and effective program. This includes, but is not limited to, good health habits, proper nutrition, appropriate safety, rest and relaxation, academic growth, physical activity, and spiritual development.
- Take an active role in staying abreast of all important areas of responsibility. Examples include developments in education, advances in child development techniques, and mainstreaming challenged children.
- Meet as needed with the Aldersgate Finance Committee.

**SKILLS DESIRED:**

- Strong leadership and management talents; exceptional interpersonal abilities; outstanding communication gifts; outstanding organization skills; flair to make positive things happen in difficult situations; a sound working knowledge of childhood development techniques; a sound working knowledge of personnel counseling, basic computer programs, financial management topics, and office administration matters; and a confirmed ability to work with children and their parents in a school environment.

**PREFERRED EDUCATION:**

- College degree in education, along with appropriate hands-on experience desired. However, a proven five-year track record in a preschool setting may be substituted for the formal education preference.
- Solid three to five years of study or experience as a director in a childcare environment also necessary.
- Being a DHR inspected facility, the Preschool Director must meet certain experience, education, training, and age qualifications, **as listed in the attached addendum.**

**CONTINUING EDUCATION:**

- In accordance with current guidelines, must complete 25 hours of related study per year.

**SALARY AND BENEFITS:**

- Salary commensurate with work experience.
- Paid vacation
- Health and retirement plan available

**APPLICATION CONTACT:**

- Submit resume to Bill Haigler at: [bill@aldersgateumc.org](mailto:bill@aldersgateumc.org)
- Interviews will be scheduled on a rolling basis until the position is filled.

**Aldersgate United Methodist Church; Attached Addendum:**

**State of Alabama Department of Human Resources ( DHR )  
Additional Qualification Requirements:**

**F. Staff**

**All staff hired shall meet experience, education, training, and age qualifications. Verification of qualifications shall be on file in the center.**

**1. Qualifications of Staff**

- a. The center director shall have responsibility for the day to day operation and management of the center including supervision of the planning and implementing of the children's daily activities, supervision of staff, and responsibility for maintenance of the center. The center director shall be at least 19 years of age and shall have at least twenty (20) clock hours of training in administration and management and at least four (4) clock hours of training in quality child care. In addition, the center director shall meet **at least one (1)** of the following training categories:

- (1) One hundred twenty (120) clock hours of training in child care; a high school diploma or general education diploma (G.E.D.); and at least twelve (12) months of working experience as a child care worker/teacher or as a director/program director in a licensed day care center or a Department approved setting. Training in child care shall include at least twenty (20) clock hours in each of these areas:
- (a) child development;
  - (b) health, safety and universal precautions;
  - (c) quality child care and licensing;
  - (d) the child care professional and the family;
  - (e) language development;
  - (f) positive discipline and guidance.

**OR**

- (2) A child development associate credential (CDA) or a certified child care professional certificate (CCP) from the National Child Care Association Inc. (NCCA) and a high school diploma or general education diploma (G.E.D.); and at least twelve (12) months of working experience as a child care worker/teacher or as a director/program director in a licensed day care center or a Department approved setting.

**OR**

- (3) An associate degree in child development or early childhood education from a post-secondary school (technical, vocational, junior college), and at least nine (9) months of working experience as a child care worker/teacher or as a director/program director in a licensed day care center or a Department approved setting.

**OR**

- (4) A bachelor's degree in child development or early childhood education and at least six (6) months of working experience as a child care worker/teacher or as a director/program director in a licensed day care center or a Department approved setting.