

JOB DESCRIPTION

Childcare Director – FUMC Weekday Childcare

First United Methodist Church Dothan, Alabama

Date: April 2026

Full-time Salary Exempt Position

Hours: Monday – Friday

Reports to: Church Administrator

Main Function:

The primary responsibility of the Childcare Director is to lead the Weekday Childcare ministry by fostering a faith-based program that nurtures children, supports families, develops staff, and ensures effective program administration. The Director is expected to embody the mission of making disciples of Jesus Christ and serve as a committed spiritual leader and team member of FUMC.

The Childcare Director leads and manages daily operations for FUMC Weekday Childcare, including the daycare program (infants through 2-year-olds), after-preschool extended care, and the Summer Camp program for elementary-aged children. The Director ensures a safe, nurturing, and developmentally appropriate environment, supports families, and equips staff with excellent care.

Qualifications:

- Bachelor's degree in early childhood education, Child Development, or a related field
- Minimum of 3–5 years of experience in childcare or early childhood settings
- Prior leadership or supervisory experience strongly preferred
- Knowledge of state childcare licensing requirements and regulations
- Strong organizational and administrative skills
- Excellent written and verbal communication skills
- Strong time management and multitasking abilities
- Ability to lead, supervise, and develop staff effectively
- Energetic self-starter with attention to detail and commitment to excellence
- Ability to work independently while collaborating with church staff and families
- Familiar with or willing to learn the church database system and childcare management system
- Commitment to the mission, vision, and values of the United Methodist Church

Key Responsibilities:

Administrative & Program Oversight

- **Program Management:** Oversee all aspects of the daycare (infants–2 years), extended day program, and Summer Camp
- **Curriculum Oversight:** Ensure implementation of age-appropriate, developmentally sound curriculum and daily schedules
- **Record Keeping:** Maintain accurate enrollment records, attendance, licensing documentation, and child files
- **Office Management:** Oversee childcare spaces to ensure they are clean, organized, safe, and properly supplied
- **Budget Oversight:** Assist with managing program budgets, supplies, and resource allocation

Staff Leadership & Development

Staff Supervision: Recruit, hire, train, and supervise childcare staff; create and manage staff schedules to ensure coverage; conduct regular performance evaluations and provide ongoing feedback; provide professional development and ensure certification compliance; foster a positive, Christ-centered, team-oriented work environment.

Licensing & Compliance

Ensure compliance with all state and local childcare licensing requirements; maintain required records, policies, and procedures; prepare for licensing inspections and visits; uphold health, safety, and sanitation standards.

Family & Community Engagement

Serve as the main contact for childcare families. Build strong relationships through consistent, professional communication. Address families' questions, concerns, and feedback promptly. Promote childcare programs within the church and community. Support an inclusive and nurturing environment for all children and families.

Event, Program, & Summer Camp Coordination

Plan, organize, and manage the Summer Camp program for elementary-aged children. Ensure activities are engaging, safe, and age appropriate. Oversee logistics, including scheduling, staffing, and supplies for childcare programs. Provide support for church events and special programs as needed.

Act as liaison among childcare staff, church leadership, and families. Communicate clearly regarding schedules, policies, and program updates. Collaborate with church staff to support the mission and ministry of the church. Maintain confidentiality and professionalism in all interactions and records.

Other Responsibilities:

- **Volunteer Coordination:** Assist in recruiting and coordinating volunteers for childcare programs and events

- Problem-Solving: Address issues promptly and effectively in day-to-day operations
- Research and Improvement: Stay informed on best practices in early childhood education and childcare
- General Administrative Support: Participate in staff meetings and support overall church operations as needed
- Other duties as assigned by the Church Administrator or the Senior Pastor

Staff Expectations and Working Environment:

The Childcare Director, along with all employees of First United Methodist Church of Dothan, is expected to behave in a way that brings honor to Christ and the church, to be supportive of The United Methodist Church, and to participate as a team player with the rest of the church staff.

Employee Signature: _____ **Date:** _____

Church Administrator Signature: _____ **Date:** _____