



Application Instructions – Assistant Daycare Director

Thank you for your interest in the Assistant Daycare Director position at Ebenezer Church. It is our intention to open a daycare in the fall of 2026. The position of Assistant Daycare Director is open now so that the individual hired to for this position can work with the Director to help establish the policies, procedures, and environment for the facility. This position will have responsibility for helping to bring the church's vision of the Daycare to life.

Per the church's staff covenant, we value Jesus-Centered leadership because Jesus is the center of our lives. We will continuously create a healthy team and work environment by embodying the body of Christ in how we serve, work, and live, and we embrace the vision of the church and will work together to support it.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Assistant Daycare Director, noting any relevant work experiences

Your application can be submitted in one of three ways:

1. Email your completed packet to bpriest@ebenezerumc.org and indicate "Assistant Daycare Director" in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

Ebenezer Church Staff-Parish Relations Committee



Position Description

Title	Assistant Daycare Director				
Reports to	Daycare Director	Direct Reports	N/A		
FLSA Status	Exempt	Exemption Category	Ministerial		
Salary or Hourly	Salary	Salary Basis	40 hrs/week	Timesheet Required	No

Organizational Purpose

Provide support to the Daycare Director in leading a team of dedicated educators, ensuring classrooms are vibrant, safe, and developmentally enriching. Assist the Director in shaping the experiences of children, empowering teachers, and strengthening the trust of families.

Essential Functions

- Assist the Director in overseeing daily operations, including scheduling, staff supervision, and maintaining teacher child ratios in compliance with state and local regulations.
- Plan and implement curriculum, monitor instructional methods, and ensure quality educational programs that promote physical, emotional, and intellectual growth of children.
- Assist with recruiting, training, evaluating, and scheduling staff
- Provide professional development and ensure adherence to performance standards.
- Communicate with parents regarding children's progress, behavioral concerns, and educational activities.
- Organize parent meetings, workshops, and involvement activities.
- Maintain records such as attendance, portfolios, and health documentation.
- Assist Director with the management of the budget, expenses, and enrollment data.
- Implement software systems for administrative tasks.
- Ensure a safe and healthy environment through regular inspections, emergency preparedness, and staff training in CPR, First Aid, and other regulatory requirements
- Assist Director in developing new programs, innovative teaching methods, and policies to enhance the quality of care and education
- Continue to develop and grow personally and professionally in regard to the Christian faith.

Qualifications, Education or Experience

- High School Diploma or Equivalent; Associates or bachelor's in early childhood education or child development preferred.
- Four years or more in early childhood education or childcare management, with experience in supervising staff and working with children ages Infant-PreK
- Currently possess and maintain certifications, including CPR, First Aid, Director Credential, and any state specific licenses or background checks.
- Proficiency in Microsoft Office, childcare management software (e.g., Procare), and online teaching tools
- Excellent verbal and written communications skills.

Core Competencies

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can quickly find common ground and solve problems for the good of all; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Approachability: Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees; is an early knower, getting informal and incomplete information in time to do something about it.

Getting Organized: Can marshal resources (people, funding, material, support) to get things done; Develops schedules and task/people assignments; Breaks down work into the process steps; Can orchestrate multiple activities at once to accomplish a goal; Uses resources effectively and efficiently; Anticipates and adjusts for problems and roadblocks; Evaluates results; Arranges information and files in a useful manner.