

Early Childhood Program Director

The Play School at Community Presbyterian Church 825 Oak Boulevard, Moody, Alabama, 35004

Job Type

The Play School at Community Presbyterian Church is seeking an Early Childhood Program Director for immediate hire. This is a 12-month salaried position (\$25,000). This position is Tuesday, Wednesday, and Thursday from 8:00 a.m. to 3:00 p.m. (school hours are 9:00 a.m. to 2:00 p.m.), plus approximately an additional 8-10 hours per week during the school year and approximately 10-15 hours per week during the summer months.

Job Description

The Play School at Community Presbyterian Church is currently seeking a Director to oversee the daily operations and administration of the church's preschool program (serving ages 20 months to 5 years). The ideal candidate would have a strong sense of leadership in managing the needs of a preschool as well as a heart for ministry and service as they come alongside staff members and support them as they build upon their strengths in working with children and ministering to their families.

The Play School is an established program with a healthy reputation in the local community and serves 60-70 students and their families each year.

Qualifications

The person in this position should be a mature believer, someone who is daily walking with the Lord, an active member of a gospel-centered church, living in obedience to and following the example of Christ.

Additional qualifications include strong managerial and administrative skills; excellent communication and interpersonal skills to effectively interact with staff, families, and church leadership; ability to lead and motivate staff members; and proficiency in using technology for program management purposes.

Previous experience in early childhood education, preferably in a leadership or administrative role, is preferred.

Job Responsibilities

The Director is responsible for overseeing the day-to-day activities and needs of the program, ensuring that The Play School provides a safe environment where children can learn through play and are guided through physical, social, spiritual, and academic developmental milestones for the glory of God. In addition, the Director is responsible for managing the staff, liaising between The Play School and Community Presbyterian Church, engaging in regular communications with families, and completing administrative and program development duties.

Reports to

The Director reports directly to the Senior Pastor of Community Presbyterian Church and is supported by one Administrative Assistant as well as two Education Advisors.

How to Apply

Interested candidates should email the following documentation to maernie@gmail.com

- Cover letter
- Resume
- Two references
- One pastoral reference

Please include in the subject line, TPS Director. Applications will be received until position is filled.