



## Dauphin Way United Methodist Church Child Development Center

### DIRECTOR: CHILD DEVELOPMENT CENTER

*The Child Development Center (CDC), an outreach ministry of Dauphin Way United Methodist Church, is seeking a creative, upbeat and approachable leader with a passion for children and families to serve as the CDC Director. The mission of the CDC is to develop good moral character within each child, while offering the highest possible age appropriate educational program.*

#### **Position Summary**

The 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 for maintenance of the Center exercising independent judgment and decision-making authority as delegated. This includes, but is not limited to, budget, policies, procedures, staff supervision, and ensuring the Center is providing the best possible child care for our children. Under general supervision and direction of the Board of Directors, the CDC Director operates the childcare program in accordance with institutional regulations and state day care licensing provisions.

The Director ensures that the program is in compliance with ADPH and ADHR licensing regulations, staff is following established procedures and protocols, and the environment is inviting and safe for children. The Director provides creative, age-appropriate programs to all children served within the Center and actively develops and maintains positive family and community relations. The Director will maintain high capacity utilization and manage all resources effectively and within budget. The Director manages all employees of the Center and is responsible for the hiring, training, performance evaluation and management of the employees within the Center.

The Director will interact with staff and children in classrooms and parents on a daily basis. The expectation is that the Director creates a working environment that is safe for children and staff and that fosters teamwork with staff on all levels. Fostering an environment that promotes positivity and fairness with all staff is essential. Above all else, it is required that our children are given the highest standards of care.

This is a full-time position. The Center is open Monday through Friday between the hours of 7 am - 6 pm.

#### **Required Education and Experience**

Candidates must have at least 6 months of work experience as a childcare worker/teacher, 20 hours of training in administration and management and at least 4 hours of training in quality child care. Candidates with a variety of educational and experience backgrounds will be considered, although all candidates **must meet minimum criteria** set by the Alabama Department of Human Resources (ADHR) for a Center Director [See page 39 of the [ADHR Minimum Standards](#)]. Applicants must be able to successfully pass child protective services and criminal background check and drug screen.

#### **Preferred Education and Experience**

Bachelor's or Associate Degree in Child Development or Early Childhood Education  
Experience in state licensing regulations, leadership, staffing, enrollment and budget management.

**Please submit a resume and cover letter to**  
[ChildDevelopmentCenter@dauphinwayumc.org](mailto:ChildDevelopmentCenter@dauphinwayumc.org)

#### **EEO Statement**

Dauphin Way United Methodist Church Child Development Center, Inc is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. We are committed to the principle of **equal employment opportunity** for all employees and to providing employees with a work environment free of discrimination and harassment.