



# Director *of* Parents Day Out

## POSITION DESCRIPTION

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### ROLES AND RESPONSIBILITIES

#### PERSONAL LIFE

A woman of God who knows by personal daily experience what it means to be renewed by God's grace and who demonstrates godliness in her relationships; in the church and the community. A woman who has strong people skills and a love for children.

#### VISION

Work closely with the Director of Children's Ministry to create a vision for the Children's Ministry of the church, setting goals that support this vision, and keeping aligned with the larger vision of Second Presbyterian Church.

### LEADING AND MANAGING

- Experience in program development and/or administration in an academic setting
- Excellent communication and leadership skills
- Strong organizational and problem-solving skills
- Recruit, hire, train, and evaluate PDO staff
- Knowledge of the state regulations and licensing requirements, making sure the program adheres to best practices
- Monitor and maintain best health, safety, and emergency practices for all aspects of the program

### ADMINISTRATION

- Experience in budgeting and financial management
- Coordinate PDO staffing schedule and secure substitutes when needed
- Keep and maintain daily attendance for students
- Update and maintain registration materials and student tuition
- Manage the program calendar, class lists, and supply needs
- Oversee maintenance staff in cleaning and upgrading equipment and supplies as needed
- Maintain program, staff, and student records
- Proficiency in computer skills and office equipment
- Ability to create and implement developmentally appropriate curriculum
- Encourage and cultivate a culture of prayer, fellowship, spiritual growth, and caring for the needs of all in the PDO community
- Assist parents in their role as primary disciple-makers by building relationships, providing resources, and communicating effectively
- Build positive relationships with parents and families
- Represent the PDO program by being a part of the nursery leadership team each Sunday morning

## QUALIFICATIONS

### LOVE FOR THE LORD

Able to articulate their relationship with Jesus Christ, profess a well-grounded and vital faith, and exhibit a Christ-centered life.

### LOVE FOR GOD'S PEOPLE

Strongly relational with the ability to build rapport with children, parents, and team members.  
Approachable and humble with a confidence grounded in their identity in Christ.

### LOVE FOR GOD'S WORD

A belief in the inerrancy and primacy of the Bible.  
A strong understanding of and commitment to the evangelical and Reformed faith, as expressed in the Westminster Standards.

### LOVE FOR CHILDREN'S MINISTRY

At least five years of experience in early childhood education. A bachelor's degree in early childhood education or a related field.

### LOVE FOR GOD'S CHURCH

Strongly committed to corporate worship. A humble and teachable spirit who appreciates and responds to the leadership structure at Second.

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## HOW TO APPLY

Interested candidates should submit a resume and personal testimony via email to Sarah Logan-Song, Children's Ministry Director: [sarah.logansong@2pc.org](mailto:sarah.logansong@2pc.org)