

Ministry Position Description (Staff)

POSITION TITLE:	Seaside Director
REPORTS TO:	Director of Business Operations
DIRECT REPORTS:	Seaside Teachers and Assistants
POSITION STATUS:	Full-time
FLSA STATUS:	Exempt
PREPARED DATE:	June 5, 2020
APPROVED BY:	Staff Parish Relations Committee
APPROVED DATE:	June 7, 2020

VISION:

I acknowledge that I am part of a team of Virginia Beach United Methodist Church that is seeking to equip people to live with passion, power and purpose through our faith in Jesus Christ. I am an integral part of how that vision is expressed through my attitude, my service and my daily tasks. I will complete my ministry duties in such a way that helps others at VBUMC to deepen passion through prayer and worship, develop power through study and small group involvement, and demonstrate purpose through giving, faith sharing, and serving.

ORGANIZATIONAL PURPOSE:

The Seaside School Director is responsible for all aspects of the operations of the Seaside School. The Director is responsible for ensuring high-quality programming to empower children spiritually, socially and academically through intentional teaching. It is important that the Director establish strong relationships with the families of the children. The Director is also responsible for the hiring and training of Seaside staff members. The Director will also work with the VBUMC Children's Ministry Team and other staff members to meet the VBUMC mission of being a loving community where people are equipped to live with passion, power and purpose through faith in Jesus Christ.

ESSENTIAL FUNCTIONS:

- Plan, prepare and implement the annual school calendar
- Register and place children in appropriate classes according to their age, needs, and abilities
- Hire, train, evaluate, supervise and dismiss teachers and staff based on policy
- Prepare, plan, implement, manage, and monitor all of Seaside budget, and report to Seaside Board once a month and finance committee as needed
- Build strong relationships with parents and children, and create a positive, loving, and learning environment
- Maintain consistent communication with parents via email, newsletter, or internet platform of choice
- Ensure all CDC and state requirements are met for COVID-19
- Assist in developing, marketing, and advertising of the Seaside program in order to attract new enrollment
- Maintain an inviting physical environment which fosters optimal growth and development for our Seaside children and their families

- Update Seaside program policies and procedures as needed
- Ensure staff follows the Seaside and Virginia Beach United Methodist Church program policies
- Communicate progress and areas of concern to parents involving academic progress and behavior
- Ensure records are current for Religious Exemption qualification including State Licensure
- Represent Seaside on the Children’s Ministry Team
- Oversee the After-School Care
- Attend occasional meetings outside of school hours when asked by church leadership
- Schedule ongoing training for staff
- Manage the budget with the resources available

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Must have 3 years relevant work experience in a Preschool
- Possess a Christian loving attitude towards others, especially children and parents
- Must be dependable, responsible, and honest
- Maintain CPR, First Aid, PMAT certifications as well as Child Safety Protection Certification
- Strong organizational and communication skills
- College Degree preferred with emphasis in Early Childhood Education

I acknowledge that I have read and understand the scope of the ministry position and willingly abide by the vision and duties defined herein.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____