

Ministry Position Description (Staff)

POSITION TITLE: Assistant Seaside Director
REPORTS TO: Seaside Director
DEPARTMENT: Children and Student
POSITION STATUS: Fulltime, Support Staff
FLSA STATUS: Exempt
APPROVED DATE: October 2020

VISION: I acknowledge that I am part of a team at 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, sharing and faith sharing.

ORGANIZATIONAL PURPOSE: The Assistant Director assists in providing staff of Seaside School with the development of the educational curriculum for children (one year old through 5 years old) to meet the Virginia Beach United Methodist Biblical Teaching and Virginia State Standards for Education.

ESSENTIAL FUNCTIONS:

- Assists and supports the Director in all aspects of management of Seaside School
- Works to train teachers to execute the age appropriate curriculum provided by the Director in order to provide each student with a strong foundation of academic, spiritual, social, and emotional development.
- Works with the Director in scheduling staff meetings and trainings, and assists with creation of the agenda and training material
- Develops and maintains positive, professional working relationship with staff and parents
- Establishes a good communication system with the Director in regards to parent communication
- Communicates all parent and teacher concerns to Director
- Takes an active role in planning and participating in school activities
- Coordinates program wide events such as special ceremonies, assemblies, and field trips
- Plans/teaches classroom enrichment lessons pertaining to school wide themes or events
- Coordinates staff development and mission opportunities
- Leads staff meetings and devotionals if Director is off campus
- Assists with mentoring of new hires
- Responds to all requests from Department of Social Services per our religiously exempt license, when Director is not on campus
- Ensures all student files are current with all required paperwork required through the Virginia Department of Social Services
- Assists in daily supervision of staff; keeps Director apprised of staff concerns, and situations needing attention

- Notarizes all paperwork as needed
- Assists in enrollment inquires, follow up, tours, paperwork to increase enrollment
- Responsible for completing at least 12 clock hours of approved training during the school year
- Performs other similar or related duties as necessary

REQUIREMENTS:

- Possess a Christian loving attitude towards others, especially children and parents
- Must be dependable, responsible, and honest with strong organizational skills
- Prior Early Childhood Development experience
- College degree preferred with emphasis in Early Childhood Education
- Prior administrative experience
- Maintain CPR, First Aid, PMAT certifications as well as Child Abuse and Neglect Certification
- Willingness to obtain Public Notary through the Commonwealth of Virginia
- Must be able to lift at least 40 pounds on a consistent basis

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

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____