

East Hill Baptist Church Tallahassee, Florida

Director of Weekday Children's Ministry

East Hill Baptist Church in Tallahassee, Florida, is seeking a full-time Director of Weekday Children's Ministry. This position is responsible for overseeing all aspects of the Before and After School program and Summer Day Camp. The Director reports to the Weekday Children's Ministry Council (WCMC).

Duties and Responsibilities:

The individual in this position will work closely with the Weekday Children's Ministry Council in planning, reviewing, and overseeing the programs. The job responsibilities include, but are not limited to the following:

- Acquiring and maintaining an active Florida Child Care Director's Credential.
- All actions pertaining to staff: hiring, supervising, training, scheduling, disciplining, firing.
- Developing programs to foster Christian enrichment and well-being of children.
- Maintaining all Florida Department of Children and Families (DCF) and Federal standards and documentation.

Required Knowledge, Skills, and Abilities:

- Ability to deal with parents, staff, and children in a loving, tactful, and courteous manner.
- Ability to work independently, prioritize effectively, and utilize time management skills.
- Ability to prepare correspondence and reports.
- Ability to use Microsoft Office applications and learn accounting software.

Qualifications:

- Bachelor's Degree or higher in Early Childhood Education, Elementary Education, Family and Child Sciences, Children's and Family Ministries, Leadership and Christian Education, or a related field.
- Minimum of four years' experience in a field working with children. Prior children's ministry experience is preferred.

To apply, please send resume to danny@easthill.net.