



For the Nations DC Job Description: Children's Program Director (Alexandria)

Job Purpose: The Children's Program Director is responsible for creating a high-quality, safe, and nurturing environment for the children and families we serve. You will lead a diverse team of childcare staff/volunteers (typically 3-5 people), and will operate two different rooms (0-2 room and 2.5 - 5 room). You will manage the care for 15 - 25 children.

This role requires you to effectively and graciously manage many types of relationships including relationships with children, their parents, and your childcare team (made up of paid workers, student interns, and volunteers.)

This will be the first time many of the children have been away from their moms and involved in any type of structured programming. This will be the first time many of the children have been exposed to the English language.

You must have patience, flexibility, creativity, a servant's heart, a deep love for the immigrant families we serve, and above all a deep love for Christ.

Reports To: Alexandria Site Managers

Work Location, Hours, and Compensation:

Your primary work location will be at our Alexandria Campus - First Baptist Church of Alexandria (2932 King St, Alexandria, VA 22302). You may occasionally need to travel to our other campuses in Falls Church and Fairfax. You will visit with students around the DC metro area.

The primary responsibilities listed for this position require a minimum 15 hours per week. At the beginning of the semester, it may require up to 18 hours. The additional responsibilities for this position below require more hours and can be discussed.

Salary will be commensurate with experience and agreed upon work hours. *You are responsible to raise individual support for the agreed upon salary and other expenses.*

Primary Responsibilities

- Create activity plans for children 2.5-5 years old that will help expose them to English and help develop their social skills.
- Serve as the leader of the room- this includes leading activities yourself and effectively managing 1-2 other volunteers or children's workers who are there to support the class.
- Model classroom management strategies and model smooth consistent transitions between activities.
- Manage daily and weekly setup and cleanup of the entire children's area (including the nursery).
- Oversee check in and check out of children.

- Make sure the classroom environment is safe, clean, and organized, and that safety and hygiene policies are consistently followed.
- Lead trainings for children's workers, interns, and volunteers.
- Lead a daily meeting, which includes plans for the day and prayer time.
- Host an orientation for adult students (parents of the children in your care) at the beginning of each semester.
- Address questions and concerns that our adult students have about the children's area or their children; explain and enforce child care policies as needed.
- Maintain and updates children's rosters, attendance sheets, diapering/toileting lists, room assignment lists, etc.
- Conduct inventory and request adequate supplies (snacks, cleaning materials, diapers, educational materials, toys, etc.) for all children's areas.
- Update childcare policies and procedures as needed.

Additional Responsibilities

- Help with recruitment and onboarding of both paid and volunteer children's workers.
- Help in the planning of FTNDC's summer programming.
- Participate in staff meetings, trainings, and prayer times.
- Connect students and their families with local/ community resources as needs arise.
- Serve in a missional capacity by developing personal relationships with students and their families.
- Responsible for raising support and communicating with supporters.
- Long-Term: Help developing and piloting a childcare internship program for our FTN adult students, which would include job training and a one-to-one or small group discipleship component.

Required Qualifications

- Christian in good standing with his/her local church.
- Fully support FTNDC's mission and statement of faith
- Passion for helping immigrant families
- Satisfactory background check
- Physically able to perform required job tasks
- Flexible and patient
- Organized and detail-oriented
- Educational background and/or experience in early childhood education
- Excellent intercultural and interpersonal communication skills

Ideal Qualifications

- Experience working with young children from diverse backgrounds in a classroom setting
- Experience managing a cross-cultural team
- Experience mentoring and discipling others
- Ability to make decisions independently, but to also know when to consult others in decision-making
- Experience working with nonprofits and/or ministries
- Child and Infant First Aid/CPR certification
- Proficient at using Google Suite (Docs, Sheets, Drive) or Microsoft Office (Word, Excel)

For the Nations DC Mission and Statement of Faith

All FTNDC staff, volunteers, board members, and partner churches must affirm the following mission statement and statement of faith:

Mission: *To provide English-language instruction and other educational services that help meet the practical needs of refugees, asylees and immigrants, and to share with them the gospel of Jesus Christ.*

Statement of Faith: *“We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten from the Father, God from God, Light from Light, true God from true God, begotten, not made, of the same substance as the Father. Through him all things were made. For us men and for our salvation he came down from heaven: by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one, holy, universal, and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We believe in the resurrection of body, and the life everlasting. Amen.”*

To Apply:

Complete this [application](#) and if you have a resume send it to katheryn@ftndc.org