



***For the Nations DC Job Description: Children's Program Director (Part-Time, 25 hours)***

**Job Purpose:** The Children's Program Director is responsible for creating a high-quality, safe, loving, and educational enriching environment for the children of the families we serve. You will manage a team of 8-12 staff/volunteers caring for 40 - 50 children across two ministry sites.

We are looking for a leader who can 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.)

We are looking for a leader who is willing to be hands-on in the classroom, developing and implementing a curriculum that is appropriate to our environment, and mentoring staff in their childcare skills and leadership skills. We are looking for a leader with experience managing cross-cultural teams, and a heart for serving families from many different cultural backgrounds.

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:** Director of Operations

**Work Location, Hours, and Compensation:**

This position is 25 hours per week during the ministry year, which runs August - May.

Your primary work location will be at our Alexandria Campus - First Baptist Church of Alexandria (2932 King St, Alexandria, VA 22302). However, you will also oversee staff at our Fairfax Campus - Redeeming Grace Church (5200 Ox Rd, Fairfax, VA 22030).

The primary work hours would be Tuesday, Wednesday, and Thursday from 8:30 am - 3:30pm at our Alexandria campus. The remaining hours are flexible and can be done on other days or from home. Note that you may need to occasionally visit our Fairfax campus on Monday or Friday mornings.

**Salary:** Hourly rate, which will be based on experience and final agreed upon work hours.

**Note:** At this time, we are not allowing paid children's workers to bring their children with them to the program.

## **Primary Responsibilities:**

### **Main Site**

- Manage two classrooms (6 months - 2.5 years) and (2.5 years to 5 years old).
- Create a two-semester curriculum for a mixed-age group classroom that will help expose children to English and help develop their social skills.
- Mentor childcare staff.
- Manage daily and weekly setup and cleanup of the entire children's area.
- Lead a daily meeting, which includes plans for the day and prayer time.
- Oversee check in and check out of children.

### **Secondary Site**

- Visit the site every few weeks to check that procedures are being followed, provide necessary supplies, and address questions or concerns from the childcare staff.

### **All Sites**

- Lead trainings for children's workers, interns, and volunteers.
- Make sure classroom environments are safe, clean, and organized, and that safety and hygiene policies are consistently followed.
- Purchase supplies (snacks, cleaning materials, diapers, educational materials, toys, etc.) for all children's areas.
- Maintain and update children's rosters, attendance sheets, diapering/toileting lists, room assignment lists, etc.
- 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.
- Address questions, concerns, feedback from our childcare workers.
- Update childcare policies and procedures as needed.
- File annual paperwork with the State of Virginia.

## **Additional Responsibilities:**

- Help with recruitment and onboarding of both paid and volunteer children's workers.
- Participate in staff meetings, trainings, and prayer times.
- Connect students and their families with local/ community resources as needs arise.

## **Long-Term Possibilities:**

While not currently in the scope of this job, future vision for this position may include: 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, and creating further relational opportunities for moms and children to connect with the local church (e.g., play groups, outings, etc.)

## **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
- Educational background and/or work experience in early childhood or education

- Experience working with groups of young children from diverse backgrounds in a classroom setting
- Experience working in cross-cultural ministry
- Experience managing teams
- Experience mentoring and discipling others
- Physically able to perform required job tasks
- Flexible and patient
- Organized and detail-oriented
- Excellent intercultural and interpersonal communication skills
- Ability to make decisions independently, but to also know when to consult others in decision-making
- Proficient at using Google Suite (Docs, Sheets, Drive) or Microsoft Office (Word, Excel)

**Ideal Qualifications:**

- Experience working with nonprofits
- Experience working in mixed-age group classrooms
- Child and Infant First Aid/CPR certification

***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 send your resume to [katheryn@ftndc.org](mailto:katheryn@ftndc.org)