



Assistant Director for Mary Evans Child Development Center

Reports to: Director of Early Childhood Ministries and Mary Evans Child Development Center

Effective: March 2021

Directly supervises: N/A

Status: Part-time (30 hrs/week)

FLSA: Non-Exempt

Job Summary

Mary Evans Child Development Center (MECDC), a ministry of First Community Church, is hiring an Assistant Director. MECDC is located at 3777 N Dublin Road in Columbus, OH, as part of the First Community North location.

The Mary Evans Child Development Center is dedicated to fostering a child's growth in the most wholesome ways possible. We believe that it is important to help the child understand self, relate to others, learn by doing, experimenting, and feeling. We respect the child's right to be one's self. From the moment the child comes in the door, s/he is accepted as s/he is.

The Assistant Director position will be 30 hours per week and will play an important role in supporting the Director, the teachers, and the families of MECDC. We are looking for someone who is detail-oriented, has a love for children, and a passion for play-based education to join our team. The ideal candidate will have a degree in early childhood education (4-year degree preferred), and at least 3 years of experience in early childhood administration, plus teaching experience.

Essential Functions

- Support the Director and teachers in implementing the philosophy of the First Community Church Early Childhood Education department
- Assist the Director in providing tours of MECDC and communicating with prospective families
- Serve as the Director's back-up when Director is not on site, responding to teachers or parents as necessary
- Provide regular teacher support/relief in the classrooms
- Supports teachers in securing subs when necessary; assist Director in organizing teachers' schedules
- Manage MECDC's general communication with families, including sending out registration packets, sending out reminders for registration, fees, etc. Collect and organize all registration materials.
- Manage registration data entry, with attention to detail
- Coordinate the physical organization of Mary Evans spaces, particularly those that are shared spaces with First Community; ensure a clean, bright, welcoming environment in

hallways and classrooms and collaborate with First Community staff regarding shared use of MECDC/Sunday school spaces

- Maintain up-to-date licensing information; be prepared to quickly reference licensing rules when teachers and families need immediate answers.
- Ensure that child files and teacher files are up to date for licensing reviews.
- Order and/or secure all classroom supplies, including snacks; maintain the MECDC supply budget
- Process all invoices, working directly with the Business Office
- Assist the Director with other projects as assigned

Characteristics

- Excellent communication and organizational skills
- Proven track record of collaborative team work
- Evidence of leadership skills
- Understanding of Ohio Childcare Center licensing rules and forms and knowledge of early childhood development

Minimum Qualifications

- Degree in early childhood education (4-year degree preferred)
- At least 3 years of experience in early childhood administration, plus teaching experience
- Proficient with Word, Excel, and data entry management

Physical Requirements

- Must be able to work in office, classroom, and playground environments
- Possess the physical strength and endurance required to maintain constant supervision of children
- Lift, carry, push and/or pull items up to a minimum of 30 pounds
- Valid driver's license. Ability to drive larger vehicles, such as pickup truck and large passenger vans
- Must be able to quickly move towards children when help and intervention is needed.
- Must be able to easily get up and down off the floor, and easily sit on the floor with children.

Prior to employment, the Assistant Director will be required to pass a background check and other trainings as outlined by Ohio Department of Job and Family Services.

If interested, please submit a cover letter and resume to Leigh Anne Easterling, Director of Early Childhood Ministries and Mary Evans Child Development Center at leasterling@FCchurch.com.

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