

Child Care Program Director

Gateway Mission

Gateway Mission serves as a first step toward a new life for homeless men, women, and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction, and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Gateway Mission Women & Children's Center/Child Care

Recognizing that lack of childcare is a significant barrier to moving forward for mothers with children, we offer childcare to participants in our Pathway and Gateway programs. Without childcare they often cannot get the help they need to overcome life's challenges.

Gateway Childcare was created to be a service to moms with children living in our shelter. We are a state-licensed childcare facility accepting children birth-12 years housed at Gateway Mission. Our mission is to provide children a loving, quality, learning environment that shows them the love of Christ. We are passionate about teaching each child not only the curriculum but about God's plan for their life and how to love one another as God loves us.

Child Care Program Director

The Child Care Program Director provides care and programming in a Christ-centered, life-giving environment which earns the trust of both the families we love and children we serve. The Director also manages the day-to-day operations include developing and evaluating policies and programs, training and managing staff and volunteers.

The ideal candidate has:

Education & Experience:

- Experience and knowledge to meet the minimum requirements of a Childcare Program Director in the State of Michigan (NOTE: Employment in this position is subject to approval by the State of Michigan).
- Education requirements (one of the following):
 - **Bachelor's degree or higher** in early childhood education or child development.
 - **Child Development Associate Credential (CDA), Montessori credential, Infant Family Associate credential, or associate degree in a child-related field with:**
 - A minimum of 3 months of experience
 - **An associate degree or higher in any field of study with:**
 - A minimum of 6 months of experience
 - 3 hours of MI Registry approved training in each of the following areas: (A) Program management. (B) Observation, documentation, and assessment. (C) Teaching and learning.
 - 6 hours of MI Registry approved training in any of the following areas: (A) Interactions and guidance. (B) Challenging behaviors. (C) Trauma informed practices.
 - **Additionally, all program directors must** have at least **2 semester hours or 3.0 Continuing Education Units (CEUs)** in child care administration, or an administrative credential approved by the Michigan Department of Licensing and Regulatory Affairs (LARA).
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills & Abilities:

- Basic organizational, time management, multitasking and networking skills
- Ability to communicate effectively – written, verbal and electronic communication
- Ability to engage with children and parents from a diverse background
- Basic computer skills (Microsoft Office 365, Outlook, data entry)
- Ability to obtain CPR/First Aid/AED/BBP training

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#). Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes through **August 29, 2025**.

To Learn More:

[Gateway Mission - YouTube](#)