



## JOB DESCRIPTION

<b>Position</b>	<b>Department</b>	<b>Reports to</b>
Child Care Program Director	Child Care	Campus Director
<b>Employment Status/Schedule</b>	<b>FLSA Status</b>	<b>Salary Level</b>
Full Time	Exempt	4
<b>Location</b>	<b>JD Number</b>	<b>Last Update</b>
Gateway Women & Children's Center	03-01	6-30-2025

### Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

### Position Summary

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.

### Essential Duties & Responsibilities

- Provide leadership and oversight to all childcare staff.
- Develop, implement, and evaluate childcare policies and programs.
- Coordinate with Campus Director to manage operational budget.
- Ensure the childcare complies with the State of Michigan licensing rules and regulations including appropriate safety standards, facilitates inspections, and eliminating potential hazards.
- Coordinate with Campus Director and Volunteer Coordinator to interview, select, train, and develop staff members and volunteers, ensuring candidates meet all legal requirements and policy guidelines.
- Provide care for the children enrolled in the center focusing on their well-being and safety. Ensure that all shifts are covered and fill in where needed.
- Organize and maintain childcare, keeping it clean and sanitary.

- Participate in Great Start for Quality and maintain a score of at least Enhancing Quality Validated.
- Properly bill and document DHHS CDC payments.
- Communicate and meet with parents regarding their child and make sure they understand the center policies.
- Coordinate efforts with other agencies to develop a relationship and community connection for parents including, but not limited to referrals for further resources.
- Coordinate efforts to support both the Gateway Program and Pathway Shelter.
- Cooperate and support the efforts of Child Protective Services as appropriate, filing reports, as necessary.

### **Personal Qualifications**

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

### **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 and Abilities**

- Strong organizational, time management, multitasking and networking skills
- Ability to communicate effectively – written, verbal and electronic communication
- Strong leadership skills to supervise and assign staff to achieve departmental goals, while exhibiting servant leadership.
- Ability to engage with children and parents from a diverse background
- Ability to supervise staff and volunteers as needed
- Highly ethical, trustworthy, and professional
- Basic computer skills (Microsoft Office 365, Outlook, data entry, industry specific apps)
- Ability to obtain CPR/First Aid/AED/BBP training
- Ability to obtain chauffeur's license

### **Physical Activities/Demands & Work Environment**

- Stand, sit, walk, bend, kneel, reach, and play with infants regularly
- Lift and move a 10 – 30-pound child using all safety precautions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Moderate exposure to environmental conditions including indoor and outdoor activities in both warm and cold temperatures. Limited environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids.

**2 Timothy 3:16-17** “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.