

## **First Baptist Church – Fort Mill, South Carolina**

**Job Title:** Mother's Morning Out Director

**Reports To:** Children's Pastor

**Supervises:** Paid MMO Staff

Date: 1/15/2020

**Functions:** Accountable to the Children's Pastor, in consultation with the Personnel Committee, for directing/coordinating the *Mother's Morning Out* ministry and for completing responsibilities as outlined below.

### ***Duties and Responsibilities:***

- Serve as a member of the Children's Ministry Leadership Team.
- Develop, implement, and regularly update job descriptions and a handbook for Mother's Morning Out (MMO) teachers.
- Coordinate Paid Teaching Staff for MMO:
  - Work through the hiring process with potential teachers.
  - Maintain records, background check status, hours worked, etc., for each paid worker.
  - Report hours worked directly to the Children's Pastor and Bookkeeper.
  - Maintain open and clear communication with paid teachers.
  - Collect tuition payments and turn in to the Bookkeeper for deposit.
- Develop, implement, and oversee the substitute teacher process.
- Establish class size limits and assign children to specific classes.
- Publicize MMO program to the community in various ways (website, brochures, Open House, etc.)
- Handle registration of MMO children and maintain the waiting list.
- Maintain records on each child including emergency pick-up numbers and allergy information.
- Implement and closely monitor the daily schedules for each group.
- Monitor the drop-off and pick-up procedures for efficiency and safety.
- Communicate with parents about the program, scheduling, and discipline (monthly newsletters, emails, phone calls, etc.)
- Manage budget line items directly associated to MMO and the purchasing policies of the church.
- Keep the MMO website current.
- Complete other tasks, as needed, that directly relate to Mother's Morning Out.

**Job Description Classification:** Salaried Part-Time (approximately 20 hours a week)

### ***Qualifications:***

- Christian with a passion for reaching kids and their families for Jesus.
- Administrative and organizational skills
- Creative, resourceful and flexible.
- Basic knowledge of preschoolers, parenting, and safety/security issues.
- Knowledge of and compliance with *Children's Ministry Handbook*.