



**Grosse Pointe Memorial Church**

**JOB DESCRIPTION – Director (Part-Time)**

**Parents' Day Out**

**Parents' Day Out Mission:** Provide an exciting experience in a safe and stimulating Christian Environment that nurtures young children through: Creative Activities, Interactive Play and Enriching Experiences. The Program hours are Monday – Friday between 9 a.m. and noon.

**Position Purpose:** Coordinate and oversee the operations of the Parents' Day Out Program held at Grosse Pointe Memorial Church to ensure a well organized, properly supervised and appropriately staffed program as well as a clean, safe and welcoming environment for the children. This is a part-time position.

**Qualifications:** The Director of the Parents' Day Out Program ('the Program') must have the necessary experience, skills, and working knowledge of local and state licensing rules for child care centers.

- Director must be 21 years of age or older.
- Must meet educational/ experience requirements as outlined in the State of MI, Dept. of Human Services, licensing rules for child care centers. R 400.5103
- Must meet training requirements as outlined in the State of MI, Dept. of Human Services, licensing rules for child care centers. R 400.5102a
- Provide a medical clearance form, FIA clearance and ICHAT clearance verifying a person's personal fitness to care for, or be associated with the children.
- Complete 12 hours of continued educational training each licensing year.

**Major Responsibilities:**

1. Oversee the planning, implementation, annual budget and daily operations of the Program.

### **Specific Responsibilities:**

1. Adhere to all contents in the current State of Michigan Licensing Rules for Child Care Centers.
2. Adhere to the current GPMC Support Staff Manual.
3. Responsible for the planning and implementation of the Program including:
  - a. All required registration forms
  - b. Curriculum and supplies
  - c. Daily operations
  - d. Scheduling registered child participation
  - e. Collection and reporting of Program fees
  - f. Program Financial Accounting
4. Oversee the hiring (in conjunction with the Personnel committee), development, training and evaluation of the PDO Program staff.
5. Oversee overall care, supervision and protection of all enrolled children in a nurturing Christian environment.
6. Collect Program fees, complete supporting documentation per Church Accounting procedures and submit to the Christian Education Office
7. Provide reporting information to the Church Administrator, Director of Children's Ministries and the Christian Education council on a monthly basis.
  - a. Financial Report – income and expenses
  - b. Participation Report
    - i. Number of registered children - Crib and Toddler
    - ii. Waiting List statistics, if applicable

**Supervises:** The Parent's Day Out Childcare staff

### **Working Responsibilities:**

1. Reports directly to the Director of Children's Ministries
2. Respond to the needs of the children, parents and staff in a caring manner.
3. Works cooperatively with all members, visitors, and staff of Grosse Pointe Memorial Church.
4. Demonstrate sound judgment in decision making.

This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church in its ministry and mission.

Please send resume to: Grosse Pointe Memorial Church  
Attn: Christian Education Dept.  
16 Lakeshore Road  
Grosse Pointe Farms, MI 48236

Or email to: [christianed@gpmchurch.org](mailto:christianed@gpmchurch.org)