

**KIDS FIRST DIRECTOR**  
**First United Methodist Church, Lawrence, KS**

**Position Overview**

Through our Kids First preschool ministry, our church makes a difference in the lives of young children and their families. The ideal director will connect well with children, parents, and staff and will understand the basics of the Christian faith with a United Methodist emphasis. The director will be responsible for coordinating the overall program, meeting licensing requirements and providing resources and support for the teachers. This position is part-time (approximately 25 hours per week).

**Main Responsibilities and Duties**

- Serve as representative of Kids First, Discovery Days and First UMC and their mission and values.
- Ensure hiring, training, scheduling, certification, supervision and evaluation of teachers and assistants.
- Coordinate curriculum and programming.
- Maintain compliance with all codes and policies with KDHE, and file necessary reports.
- Be responsive to the needs of children, parents and staff.
- Oversee facility for health and safety of children and staff, and report issues to the church office.
- Coordinate use of space with church leaders.
- Maintain adequate supplies and equipment.
- Manage program finances, including collection of tuition and other fees, development of budget in consultation with Early Childhood Board, and control of expenses.

**Other Responsibilities**

- Update and distribute Parent Handbook.
- Prepare, distribute, and compile program evaluation by parents on annual basis.
- Attend Early Childhood Program Board meetings to report on the status of the preschool.
- Secure parent representatives for the Early Childhood Board.

**Abilities and Skills**

- Willingness to support the mission and ministry of First United Methodist Church
- Effective written and verbal communication
- Patience and compassion
- Computer proficiency (including Microsoft Office)

**Qualifications**

- Bachelor's degree in education, early childhood development or related field
- Multiple years of experience teaching in the classroom and directing a multi-room Christian education program (*preferred*)
- CPR and First Aid certification
- Completion of KDHE training and certification for director

**Accountability**

The director reports directly to the senior pastor (and indirectly to the Staff-Parish Relations Committee) and works directly with the Early Childhood Program Board.