



Ministry Area: Children and Family Ministries

Position Title: Director of Stepping Stones

Supervisor: Co-Senior Pastor (Catherine Fluck Price)

Employment Classification/Status: Full-Time, Exempt

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Director of Stepping Stones helps make disciples of Jesus Christ by nurturing children and their families to connect deeply with God and all God's children. This position is responsible for leading and overseeing the Stepping Stones teachers and staff to adequately develop a preschool in which children are prepared in all areas of child development.

Essential Duties and Responsibilities:

- Recognize, invite, lead, educate, equip and coordinate lay persons who are called to help the congregation in children and family ministries, specifically with the Stepping Stones Preschool, to fulfill our mission of making disciples of Jesus Christ for the transformation of the world
- Supervise, schedule, mentor, lead and work alongside the members of the Stepping Stones Preschool team including overseeing annual staff continuing education requirements as mandated by Florida Department of Children and Families (DCF)
- Collaborate with the communications team to create effective methods for increasing awareness and encouraging participation in Stepping Stones Preschool (i.e. Trinity's website, social media, signage, newsletters, and speaking engagements)
- Collaborate with Director of Facilities to schedule locations for Stepping Stones Preschool classes, activities, and events
- Compile data and report team progress and updates to Co-Senior Pastor
- Set goals and deadlines for Stepping Stones Preschool team
- Establish and oversee annual Stepping Stones Preschool budget
- Recommend changes to policies or procedures to improve Stepping Stones Preschool
- Responsible for administering the day-to-day operation of the preschool in accordance with the policies and procedures adopted by Trinity United Methodist Church and Florida Department of Children and Families (DCF)
- Oversee selection of all curricula used and supplies needed for Stepping Stones, ensuring age appropriateness and theological fit with Trinity United Methodist Church
- Ensure all registration, enrollment, attendance, and safety mandates are being followed by parents, teachers and leaders
- Maintain all student records in accordance with DCF mandates
- Responsible for monthly newsletter creation and distribution
- Coordinate parental involvement throughout the school year
- Create and update parent handbook for Stepping Stones Preschool
- Collaborate with Director of Children and Family Ministries and staff parish to interview and hire new employees, conduct annual evaluations, and make recommendations on staffing issues within children and family ministries

- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

The ideal candidate will possess these qualifications

- At least one of the following;
 - Bachelor's Degree in Early Childhood Education or Elementary Education
 - Associate's Degree in Child Development
- Minimum of three years of experience in educational setting and/or childcare
- Minimum of three years of supervisory experience
- Strong Christian character as evidenced by a life of prayer, spiritual disciplines, weekly worship, generosity, and participation in the life of Trinity
- Ability to multi-task and lead members of a team with a diverse skill set
- Ability to inspect, diagnose problems and determine the best methods to correct them as well as anticipate future needs
- Strong leadership, organizational, communication, self-starting and listening skills, is patient and has a desire to teach and mentor
- Team player mentality, but able to work independently and be self-directed and self-disciplined
- Has a passion for ministry with children and families
- Ability to build strong relationships with children and parents and partner with them to support in times of need and celebrate in times of joy
- Good judgement, integrity, and a commitment to confidentiality

Licensure and/or Certification Requirements:

- Director's Credentials required, as mandated by the Florida Legislature

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow in their faith
- Hospitality - make others feel welcome and comfortable
- Leadership -motivating and inspiring others

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, manage people
X	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods of time	X	Lifting/carrying up to 20 pounds

X	Standing for extended periods of time	X	Lifting/carrying more than 20 pounds
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other:		Other:

Hazards: (X = Required for job)			
X	Normal office environment	X	Electrical current
	Toxic or abrasive chemicals	X	Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts

This description may not be all-inclusive and is subject to change at any time. The position is expected to perform other duties as assigned and directed. Position description and duties may be modified whenever deemed appropriate. When applicable, Trinity UMC will consider modifications to essential job functions to reasonably accommodate a qualified individual with a disability if such accommodation does not create undue hardship. Employment at Trinity is at-will. This position description is not intended, nor should it be construed, to modify this employment at-will relationship

Created: June 28, 2018; **Updated:** October 28, 2019, January 27, 2020, **April 18, 2021**
January 27, 2020 - Approved by Director of Stepping Stones